

Army National Guard and Army Reserve

**Order to Active
Duty as Individuals
for Other Than a
Presidential
Selected Reserve
Call-up, Partial or
Full Mobilization**

Headquarters
Department of the Army
Washington, DC
17 September 1999

UNCLASSIFIED

SUMMARY of CHANGE

AR 135-210

Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve Call-up, Partial or Full Mobilization

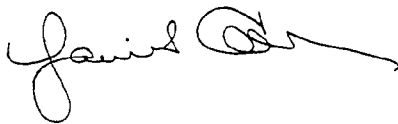
This Change 2--

- o Directs the reader to the authoritative guidance established in AR 600-110, Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV), pertaining to human immunodeficiency virus (HIV), pertaining to human immunodeficiency virus (HIV) testing prior to entry on active duty or active for training.
- o **This Change 1--**
- o Implements recent changes in the law (10 USC 14317(d)) providing that USAR officers selected for position vacancies and ARNGUS officers recommended for Federal recognition in a higher grade to fill state position vacancies must be removed from the recommended lists if assigned to a TTAD before promotion of Federal recognition.
- o **This revised Department of the Army Regulation--**
- o Supersedes AR 135-210, 1 June 1990, that was previously published in the Reserve Components Personnel handbook, UPDATE Issue Number 23, 1 September 1994.
- o Implements provisions of Public Law 103-337, 5 October 1994, which repealed, transferred, or reenacted specific sections of law pertaining to active duty used throughout the regulation.
- o Retitles AR 135-210.
- o Establishes DA Form 160-R as a locally reproducible form.
- o Updates chapter 3 and adds a new section that addresses approval and processing of TTAD (temporary tour of active duty) for operational missions.
- o Reduces TTAD tour justification requirements for TTAD of 30 days or less.
- o Provides unit commander discretionary authority to transfer a soldier to the Individual Ready Reserve (IRR) who volunteers for a TTAD exceeding 180 days.
- o Requires DA Deputy Chief of Staff for Personnel (DCSPER) approval for soldiers to perform TTAD who have completed 17 or more years of active Federal service.
- o Makes other technical changes throughout the regulation.

Effective 18 October 1999

Army National Guard and Army Reserve

**Order to Active Duty as Individuals for Other Than a Presidential Selected Reserve
Call-up, Partial or Full Mobilization**



Louis Caldera
Secretary of the Army

History. This publication was originally printed on 31 December 1996. It was authenticated by Togo D. West Jr., Secretary of the Army. This electronic edition publishes the basic 1996 edition and incorporates Changes 1 and 2. Change 1 to this regulation was printed on 1 October 1997. Change 1 was authenticated by Togo D. West Jr., Secretary of the Army. Change 2 was printed on 17 September 1999 and was authenticated by Louis Caldera, Secretary of the Army. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This change implements recent changes in the law (10 USC

14317(d)) providing that USAR officers selected for position vacancies and ARNGUS officers recommended for Federal recognition in a higher grade to fill state position vacancies must be removed from the recommended lists if assigned to a TTAD before promotion of Federal recognition.

Applicability. This regulation applies to all Army National Guard of the United States and U.S. Army Reserve soldiers except for those shown in paragraph 1–1b. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

Proponent and exception authority. The proponent of this regulation is the Deputy Chief of Staff for Personnel (DCSPER). The DCSPER has the authority to approve exceptions to this regulation that are consistent with controlling law and regulation. The DCSPER may delegate this authority in writing to a division chief under his or her supervision within the proponent agency in the grade of colonel or the civilian equivalent.

Army management control process. This regulation contains management control provisions, but does not identify key management controls that must be evaluated.

Supplementation. Supplementation of

this regulation and establishment of command and local forms are prohibited without prior approval from HQDA, ODCSPER. Send requests to Office of the Chief, Army Reserve, ATTN: DAAR–PE, 2400 Army Pentagon, Washington, DC 20310–2400.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Administrative Assistant to the Secretary of the Army. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA, ODCSPER through Office of the Chief, Army Reserve, ATTN: DAAR–PE, 2400 Army, Pentagon, Washington, D.C. 20310–2400.

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*This regulation supersedes AR 135–210, 1 June 1990 that was previously published in the Reserve Components handbook, UPDATE 1–23, 1 September 1994.

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Chapter 1

Introduction

1-1. Purpose

a. This regulation prescribes policies, responsibilities, and procedures for ordering individual soldiers of the Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve (USAR) to active duty (AD) for other than a Presidential selected Reserve call-up, partial or full mobilization.

b. This regulation applies to all ARNGUS and USAR soldiers except—

(1) Officers ordered to initial active duty or initial active duty for training (IADT) who were appointed from the Reserve Officers' Training Corps (ROTC) Program (AR 140-9).

(2) Officers participating in Officer Procurement Programs of the Army Medical Department (AMEDD) (AR 601-130) to include the following:

(a) Army First Year Graduate Medical Education Program.

(b) Advanced Education Program in General Dentistry (1 year).

(c) AMEDD Early Commissioning Program.

(d) Army Medical Specialist Corps Officer Procurement Programs.

(e) School of Medicine, Uniformed Services University of the Health Sciences.

(f) AMEDD Clinical Psychology Internship Program.

(3) U.S. Army Health Professions Scholarship Program (AR 601-141) participants.

(4) Soldiers performing full-time AD in Active Guard Reserve (AGR) (AR 135-18), full-time National Guard duty in AGR status (AR 135-18), or active duty for special work (ADSW) status (AR 135-200), except for direct appointment as a commissioned officer or warrant officer with concurrent call to AD to fill Active Army vacancies under chapter 2.

(5) Commissioned officers called to AD in the Judge Advocate General's Corps (JAGC) (AR 601-102).

c. It also applies to Active Army headquarters and commands responsible for Reserve of the Army soldiers on AD.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the Glossary.

1-4. Responsibilities

Overall responsibilities are listed below. Specific responsibilities are given in each chapter.

a. The Commanding General (CG), U.S. Total Army Personnel Command (PERSCOM) will—

(1) Announce procurement programs and approve applications, and issue orders for fill of Active Army (AA) vacancies by ARNGUS and USAR soldiers.

(2) Plan, program, and budget funds for the Temporary Tour of Active Duty (TTAD) Program.

(3) Administer the TTAD Program.

(4) Issue all orders for TTAD.

(5) Issue all orders for active duty in a captive status (ADCS).

b. Reserve Officers' Training Corps (ROTC) Region Commanders and the Superintendent, U.S. Military Academy (USMA) are responsible for ordering former cadets to involuntary AD for breach of their contracts.

c. The Chief, National Guard Bureau (CNGB) or the CG, ARPERCEN will identify soldiers to fill requests for the TTAD Program. Additionally, major Army command (MACOM) review is required when a by-name request for TTAD involves a troop program unit (TPU) or individual mobilization augmentee (IMA) soldier assigned to the MACOM.

d. The Secretary of the Army, or the Secretary's designee, has final approval authority for a Retired Reserve ordered to TTAD.

1-5. Order to active duty

Under guidance prescribed by this regulation, soldiers will be ordered to peacetime active duty (AD) as follows:

a. Voluntarily to fill actual or anticipated vacancies in the Active Army (chap 2).

b. Voluntarily for temporary tours of AD (TTADs) in support of essential Active Army mission (chap 3).

c. Involuntarily when a cadet breaches the terms of his or her contract (chap 2, sec II).

d. Involuntarily when in a captive status (chap 4).

1-6. Ineligibility for active duty

Soldiers ordered to AD to attend initial entry training or whose first duty assignment is be initial entry training are not

eligible for this duty if they are confirmed to have Human Immunodeficiency Virus (HIV). See AR 40–501, para 2–39 and AR 600–110 paragraph 3–3.

Chapter 2

Active Duty to Fill Active Army Vacancies

Section I

Extended Active Duty

2–1. Procurement programs

a. Headquarters, Department of the Army (DA) will announce, by DA circular or messages, programs to procure personnel to fill actual and anticipated AD vacancies. Procurement programs will be canceled when requirements no longer exist.

b. Qualified and interested personnel should apply as soon as possible after a program is announced. Applications received after requirements have been filled will be returned without further processing.

2–2. Eligibility requirements

Persons shown below may apply for extended active duty (EAD) if they meet the qualification requirements in paragraph 2–3 and the medical examination requirements in paragraph 2–4.

- a.* Applicants for direct appointment as USAR officers under AR 135–100 and AR 135–101.
- b.* ARNGUS and USAR officers. These include warrant officers (WO) attending aviator training courses.
- c.* ARNGUS and USAR enlisted personnel whose awarded primary military occupational specialty (MOS) is not classified as overstrength (announced by DA circular or message).
- d.* ARNGUS and USAR enlisted personnel attending training courses leading to appointment as a warrant officer (WO).
- e.* USAR personnel attending officer candidate courses.

2–3. Qualification requirements

- a. All applicants.*
 - (1) An applicant must—
 - (a) Meet the Army body fat standards of AR 600–9.
 - (b) Meet the medical fitness standards of AR 40–501.
 - (c) Meet the specific requirements contained in the HQDA announcement concerning the program under which they are applying for EAD.
 - (d) Not have received severance pay unless for disability.
 - (e) Not be pregnant.
 - (2) Normally, soldiers cannot apply for EAD if they have been previously turned down. However, soldiers may reapply if—
 - (a) One year has elapsed since the last application.
 - (b) They are more qualified now than when they were not selected, or
 - (c) A different program is announced for which they were not considered.
 - (3) Applicants who are Army National Guard of the United States (ARNGUS) soldiers must have the approval of their State Adjutant General (AG).
- b. Officers.* To apply for EAD as an officer, applicants must follow the procedures below.
 - (1) Officers must not—
 - (a) Have failed to be selected for Regular Army (RA) or Reserve of the Army promotion. As an exception, a Reserve of the Army officer nonselected for promotion under one of the following circumstances is eligible to apply:
 - 1. Officer did not complete the required military education prior to the convening date of the promotion board but has subsequently completed this requirement, or
 - 2. Officer is presently enrolled in the military education courses required for promotion, or
 - 3. Officer did not complete the required civilian education prior to the convening date of the promotion board but has subsequently completed this requirement.
 - (b) Be drawing retired pay for service with any of the Armed Forces. As an exception, officers drawing retired pay may apply for recall to fill critical shortages in specific specialty skill identifiers (SSIs) (also known as area of concentration (AOCs)) and MOS announced by HQDA under this program.
 - (c) Have been released from AD under AR 600–8–24, chapter 2, section XI (maximum age) or section XII (maximum service).

(d) Have been released from AD as the result of any board action. However, officers released under AR 600–8–24, paragraph 2–31s (such as quantitative reduction in force) who remain eligible may apply if otherwise qualified.

(2) Commissioned officers, in addition to (1) above, must be able to complete 10 years active federal commissioned service (AFCS) (waivable to 8 years until 30 Sep 99 (10 USC 3911)) before completing 20 total years AFS.

(3) WOs, in addition to (1) above, must be able to complete 20 years AFS before reaching age 62.

c. Enlisted personnel. To apply for EAD in an enlisted status, applicants must—

(1) Meet the requirements for enlistment in the RA (AR 601–210, chap 2, sec I, Basic Eligibility Criteria, except paragraph 2–3 (Age)). The terms of AR 601–280, chapter 2, must be met at the end of the tour of AD if the applicant wants to join the RA. The application for EAD will contain the following statement:

“I understand that if accepted for active duty I will be precluded from enlistment in the Regular Army at the end of my tour if I do not meet the age requirements of AR 601–280, chapter 2.”

(2) Have enough time remaining in current enlistment or obligation to complete the requested AD period.

(3) Be qualified in their Specialty Skill Identifier (SSI)/Area of Concentration (AOC) or MOS. Applications from persons not SSI (AOC) or MOS qualified will be disapproved locally.

2–4. Medical examination

a. Persons last examined more than 18 months before the expected date of entry on EAD must undergo a medical examination per AR 40–501.

(1) Persons scheduled for flight training or continued aviation duty must meet the medical fitness standards of AR 40–501, chapter 4. The following standards apply.

(a) Class 1—flight training.

(b) Class 2—continued aviation duty; persons selected for aeronautical rating by reason of equivalent civilian experience. (See AR 600–105, chap 2.)

(c) Class 3—persons who are not engaged in the actual control of aircraft.

(2) All other persons must meet medical fitness standards prescribed in AR 40–501, chapter 3.

b. To request a waiver of medical fitness standards, follow procedures in NGR 40–501, paragraph 14, and AR 40–501, paragraph 1–6, as appropriate.

c. Special reviews are required for all medical examinations given to persons scheduled for flight training or aviation duty. (See AR 40–501, para 9–13.)

d. HIV testing is required prior to reporting for active duty under this regulation. Testing will be in accordance with AR 600–110 (Identification, Surveillance, and Administration of Personnel Infected with Immunodeficiency Virus (HIV)). AR 600–110 also provides the statement that must be entered on active duty orders when testing cannot be accomplished within the prescribed timeframe.

(1) ARNGUS or USAR soldiers scheduled for AD of over 30 days (including travel time) must have a negative HIV test within 6 months prior to reporting date. This includes extensions of tours which will result in over 30 continuous days of AD.

(2) ARNGUS or USAR soldiers scheduled for duty of 30 days or less (including travel time) must have an HIV test within 24 months prior to reporting date. (Negative HIV test results are required for a soldier located in CONUS to perform a tour of duty outside Continental United States (OCONUS) (AR 600–110, para 2–2k(3)).

(3) AR 600–110 (Identification, Surveillance, and Administration of Personnel Infected with Human Immunodeficiency Virus (HIV)) provides details of HIV screening requirements and required statement on orders when screening cannot be done in the time frames of (1) and (2) above.

2–5. Approving authority

HQDA is approval authority for all applications for AD under this chapter.

2–6. Active duty grade

a. Officers will be ordered to AD in their reserve grade unless additional service credit is authorized by section 689, title 10 United States Code (10 USC 689). Date of rank adjustments may be required under 10 USC 741.

b. Enlisted persons will be ordered to AD in their reserve grade unless they volunteer to accept a grade reduction to meet grade limitations.

2–7. Period of active duty

a. Unless otherwise directed by HQDA, soldiers will be ordered to AD for the following periods:

(1) Commissioned officers—3 years.

(2) Warrant officers—5 years.

(3) Enlisted soldiers—36 months.

b. AMEDD officers may be ordered to AD by The Surgeon General for periods other than shown in paragraph *a* above.

Section II

Former Cadets

2-8. General

This section provides guidance on ordering former cadets to EAD for breach of the terms of their contract with the Army. It applies to USAR personnel who are—

- a.* Enrolled in an advanced course or scholarship program of the ROTC (AR 145-1).
- b.* Appointed to cadet status at the United States Military Academy (USMA) (AR 612-205).

2-9. Policy

Cadets who breach the terms of their contracts with the Army may be—

- a.* Disenrolled from the ROTC and ordered to EAD.
- b.* Separated from the Academy and ordered to EAD.

2-10. Approving authority

Authority to order a cadet to EAD is assigned as follows:

- a.* ROTC cadets—Appropriate ROTC Region Commander. Cases will be prepared and processed per AR 145-1, chapter 3, section VI.
- b.* USMA cadets—Superintendent, USMA. Prior approval of Assistance Secretary of the Army for Manpower and Reserve Affairs (ASA (M&RA)) is required.

2-11. Period of active duty

The period of AD to which a cadet is ordered will be as follows:

- a.* Up to 24 months for ROTC cadets (nonscholarship) enrolled in the advanced course (10 USC 2105).
- b.* Up to 36 months for USMA cadets whose separation is based on an action that occurred after the start of the third academic year (10 USC 4348(b)).
- c.* Up to 48 months for—
 - (1) ROTC scholarship cadets (10 USC 2107(f)).
 - (2) ROTC and USMA cadets who complete the course but refuse to accept a commission when offered (10 USC 2107(b); 10 USC 4348(b)).

2-12. Individual notification

All cadets will be notified of impending order to AD. They will be advised that they are allowed a period of time as listed in paragraphs *a* through *c* below to arrange their personal affairs before entering on AD. Cadets may forego these periods if they desire.

- a.* A former USMA cadet will be allowed 30-45 days, less any days spent concurrently in a leave without pay status awaiting a final decision from the Department of the Army. The period begins on the date he or she departs USMA.
- b.* Former cadets will normally be allowed 60 days from the disenrollment date (except in *c* or *d* below).
- c.* A former ROTC cadet who continues to pursue a baccalaureate degree as a full-time student at the same institution will be ordered to AD 60 days after the date he or she would normally complete the degree requirements.
- d.* A former ROTC cadet who is a graduate student will be ordered to AD 60 days after completion of the current academic year.

2-13. Orders

a. EAD orders for former cadets will be issued using Format 172 in AR 600-8-105. The following procedures apply:

(1) Region commanders will issue orders for former ROTC cadets. Enter the following response to the lead lines of the orders:

- (*a*) Authority: 10 USC 2105 for periods up to 24 months; 10 USC 2107 for periods up to 48 months.
- (*b*) Report to: U.S. Army Reception Battalion.
- (*c*) Purpose: To undergo medical examination (per AR 612-201, para 2-9), Armed Services Vocational Aptitude Battery (ASVAB) testing, and processing for involuntary AD for breach of DA Form 597 (Army Senior Reserve Officers' Training Corps ROTC) Non-scholarship Cadet Contract) or DA Form 597-3 (Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract).

(2) The USMA Superintendent will issue order for former USMA cadets. Orders will assign cadets to the training

center or unit as determined by PERSCOM assignment instructions. Orders format 405, AR 600–8–105 will be issued for this purpose.

b. Former ROTC cadets will be ordered to EAD in grade E1 except those who have had prior RA military service. A grade determination will be made by PERSCOM for former ROTC cadets with prior RA service before order to active duty. Former USMA cadets will be ordered to EAD in an appropriate grade (AR 612–205, table 3).

c. Orders will be sent by certified mail, restricted delivery, with return receipt requested.

2–14. Processing procedures

The following procedures apply when a former cadet is ordered to EAD:

a. *ROTC cadets.*

(1) The ROTC region commander will—

(a) Send the soldier's Military Personnel Records Jacket, U.S. Army (MPRJ) and a copy of the order to the proper U.S. Army Reception Battalion.

(b) Send the original DD Forms 4 Series (Enlistment/Reenlistment Document—Armed Forces of the United States), DA Form 597 or DA Form 597–3, and a copy of the order to the CDR, U.S. Army Enlisted Records and Evaluation Center (USAREC). Address to Commander, U.S. Army Enlisted Records and Evaluation Center (USAREC), ATTN: PCRE–FA, Fort Benjamin Harrison, IN 46249–5301.

(2) The U.S. Army Reception Battalions will—

(a) Conduct medical examination per AR 612–201, paragraph 2–9b. Soldiers not meeting the accession standards will be discharged. If scholarship cadet, process action through local Finance Office for recoupment of scholarship funds, as appropriate.

(b) Administer the ASVAB test if not a matter of record in the soldier's MPRJ.

(c) Determine the MOS in which to be trained.

(d) Process through the Automated Control of Trainees System.

(e) Review the MPRJ of soldiers who fail or refuse the ASVAB and select MOS training based on the needs of the Army.

(f) Issue assignment orders to the proper duty station.

(g) Complete SF 86 (Questionnaire for National Security Positions) and DD Form 2280 (Armed Forces Fingerprint Card).

(h) Ensure single parents meet dependency criteria of AR 601–210, paragraph 2–9. If criteria are not met, cadet will be discharged.

(i) Refer contractual questions to Cadet Command rather than to USAREC Liaison.

b. *USMA cadets.* Cadets will be accessed to the Active Army by gaining organization. Any existing personnel records will be sent to the gaining unit determined by PERSCOM assignment instructions.

Section III

Submitting and Processing EAD Applications

2–15. Officer applicants

a. Persons applying for EAD as officers will complete DA Form 160–R (Application for Active Duty) in duplicate. Electronic generation of this form is authorized provided the form is an exact replica of the form found in this regulation. DA Form 160–R will be locally reproduced on 8½– by 11–inch paper. A copy for local reproduction purposes is furnished at the end of this regulation. The data listed in (1) through (4) below will be entered in the remarks section of DA Form 160–R. If there is not enough space, a separate sheet will be attached.

(1) List in chronological order:

(a) Military experience while on AD, or in an active Reserve status. Include duty position, SSI(AOC) and title, type of unit.

(b) Military and civilian schooling.

(c) Inactive duty training, active duty for training (ADT), or instructor duties performed in current grade and retirement points earned. The listing will begin on the date last promoted or date of receipt of the latest statement of retirement points, whichever is later.

(2) State if currently taking part or planning to take part in training or instruction before being ordered to AD.

(3) When applicable, enter the following information:

(a) Qualified Army aviators will indicate whether they desire AD flying status orders concurrent with AD orders.

(b) Former Peace Corps members will give the name of the country in which they served.

(c) Members of the U.S. Congress and those appointed to U.S. civil offices by the President with the advice and consent of the Senate will show the title and term of their office.

(d) WOs with more than 15 years of AFS must complete the following statement:

“I, ..., hereby volunteer to remain on active duty for a period of 6 years. I understand that retention on active duty during this period is subject to the normal release provisions outlined in AR 600–8–24. I further understand that I may not be voluntarily retired before completing this service obligation.”

(4) Show current height and weight measured as prescribed in AR 600–9. Soldiers exceeding the standards of AR 600–9 will include a current Body Fat Content Worksheet, DA Form 5500–R (Male), or DA Form 5501–R (Female)).

b. Attach the following documents to the application.

(1) SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History).

(2) Copy of college transcripts.

(3) SF 86. The following categories of personnel need not complete this form if one is on file in the MPRJ:

(a) ROTC graduates serving less than 6 months ADT.

(b) Soldiers attending Officer Candidate School (OCS) courses.

(c) Soldiers attending rotary or fixed wing aviator courses.

(4) A copy of the latest National Guard Bureau (NGB) Form 23 (Retirement Credits Record) for ARNGUS soldiers.

(5) Latest annual or terminal statement of retirement points.

(6) For AD with AMEDD—

(a) Evidence of professional qualification in the specialty for which applying, and

(b) If applying for appointment with concurrent AD, additional documentation required by AR 135–101.

(7) Additional documentation required by the DA procurement circular under which applying.

2–16. Enlisted applicants

a. Enlisted personnel will complete DA Form 160–R to apply for EAD. The data listed in (1) through (4) below will be entered in the remarks section of DA Form 160–R. If there is not enough space, a separate sheet will be attached.

(1) A brief description of—

(a) Previous AD qualifications and experience. For the purpose of fully evaluating applications, the term “active duty” includes TTAD, ADSW, AGR, IADT, ADT, annual training (AT), or any other periods of service which would support evaluation of the applicant.

(b) ARNGUS and USAR experience.

(c) Any civilian qualifications or experience that may better support the applicant’s qualification for AD.

(2) Amount of time served on AD in present grade.

(3) Latest date the soldier was—

(a) Released from AD.

(b) On AD overseas. Give the name of the command and the date of return to the United States.

(4) Current height and weight measured as prescribed in AR 600–9. Soldiers exceeding the standards of AR 600–9 will include a current Body Fat Content Worksheet (DA Form 5500–R (Male) or DA Form 5501–R (Female)).

b. The following statements will be entered on the application:

“I understand that if I am selected for active duty, I will be available for worldwide assignment to any duty required of my SSI (AOC) or MOS and grade and that a specific assignment or location cannot be promised.”

c. When applicable, enter the following information:

(1) Former Peace Corps members will give the name of the country in which they served.

(2) Members of the U.S. Congress and those appointed to U.S. civil offices by the President with the advice and content of the Senate will show the title and term of their office.

d. The following documents will be attached to the application:

(1) SF 88 and SF 93.

(2) SF 86 in duplicate.

(3) An updated enlisted qualification record.

(4) A copy of the DD Form 214 (Certificate of Release or Discharge from Active Duty) for the last period of AD. Applicants with Active Army service should submit a copy of the DD Form 214 which reflects the reenlistment code for that Active Army service if available.

(5) Any correspondence that adds to the applicant’s qualifications for AD in any grade of SSI (AOC) or MOS. (Examples include certificates of completion of Army extension courses, evidence of successful completion of civilian trade schools, letters of commendation, licenses, and similar documents.)

2–17. Command processing

a. All commanders will—

(1) Ensure applications are complete and accurate.

(2) Ensure medical examinations have been done as prescribed in paragraph 2–4.

- (3) If the applicant holds an elective or appointive position with the Federal or a State government, include a statement in the forwarding endorsement citing the office held.
- (4) Recommend approval or disapproval of the application.
- (5) Forward application as shown in table 2–3.
- (6) Report, using the channels shown in table 2–3, any change in an applicant's status which might influence a decision concerning the person's application. This should include all unfavorable personnel actions.
 - b. ARNGUS and USAR commanders will give a reason if disapproval is recommended.
 - c. Active Army commanders will give the present status of USAR officers who are serving on AD in a WO or enlisted status. Commanders will give a reason if disapproval is recommended.
 - d. School commandants will—
 - (1) Give a reason if recommending disapproval of the application.
 - (2) For ROTC graduates serving on initial ADT who are attending but who have not completed the basic branch school course, prepare an endorsement that will include the following:
 - (a) The officer's class standing.
 - (b) Demonstrated performance.
 - (c) The expected date he or she will complete the basic branch course.
 - (d) The date scheduled for release from ADT.
 - (e) Information as to whether an SF 86 is filed in the officer's MPRJ.
 - (3) For soldiers attending OCS courses, prepare an endorsement that will include the following:
 - (a) The soldier's academic standing.
 - (b) Demonstrated ability to perform.
 - (c) The expected date of graduation.
 - (4) For soldiers attending aviation courses, prepare an endorsement that will include the expected graduation date and date scheduled for release from ADT. The soldier will be returned to his or her ARNGUS or USAR unit as scheduled pending final action on the application.
 - e. State adjutants general will complete one of the following actions:
 - (1) Recommend approval of applications received and send them to HQDA, Appointment Directorate, ATTN: TAPC–OPD–RD, 9700 Page Boulevard, St. Louis, MO 63132–5200.
 - (2) Disapprove applications and return them through channels to the applicants.
 - f. Area commanders and HQDA (TAPC–OPD–RD) (STL), as appropriate, will perform the following actions:
 - (1) Review applications to determine eligibility and qualifications. Applications submitted by persons determined ineligible or not qualified will be returned.
 - (2) Send valid applications to appropriate headquarters listed in table 2–3. Include in forwarding endorsement the date the soldier was promoted to his or her current grade. Also include any other information required by the procurement program announcement.

Section IV

Ordering Individuals to Active Duty

2–18. Assignment

- a. *Officers.* HQDA (TAPC–OPD–C) will furnish assignment instructions. Army commanders may request the assignment of specific officers to their commands. Individual mobilization augmentees will be removed from their mobilization augmentation assignments when ordered to AD under this chapter.
- b. *Enlisted personnel.* HQDA (TAPC–EPR) will furnish assignment instructions for enlisted personnel.

2–19. Dual status officers

USAR commissioned officers who are currently serving on AD as RA enlisted soldiers or WOs will be discharged from their enlisted or warrant officer status. They will be separated from such status the day before the date of entry on AD as a commissioned officer.

2–20. Orders

- a. *Issuing authority.* CDR, PERSCOM (TAPC–OPD–RD) (STL), 9700 Page Boulevard, St. Louis, MO 63132–5200 will issue EAD orders except as shown below:
 - (1) HQDA will issue AD orders for officers selected for RA appointment.
 - (2) School commandants for ARNGUS or USAR officers attending branch officer basic courses (OBC) or warrant officer technical certification training.
- b. *Format.* Orders will be issued in the format prescribed in NGR 310–10 or AR 600–8–105, as appropriate. The following instructions also apply:
 - (1) The AD commitment or period of AD will be expressed as a period of time (such as 12 months, 3 years).

(2) The specific reporting date will be shown. However, do not show the effective date of entry on AD.

(3) Title 10 USC 12301(d) will be cited in the authority lead line of the order.

c. Distribution. In addition to the distribution shown in AR 600–8–105, orders will be distributed as shown in table 2-1 below.

Table 2–1

Order distribution categories

Personnel category: All

Number of copies: 2

Distribution: First duty organization commander. (See Note 1.)

Personnel category: ARNGUS

Number of copies: 4

Distribution: 2—Chief, National Guard Bureau, ATTN: NGB–ARP–CO, 111 South George Mason Drive, Arlington, VA 22204–1382.

Personnel category: AMEDD commissioned and warrant officers.

Number of copies: 3

Distribution: 1—HQDA (SGPS–PD), 5109 Leesburg Pike, Falls Church, VA 22041–3258. 1—HQDA (TAPC–OPH—appropriate career activities office), ALEXANDRIA VA 22332–0417. 1—HQDA (DASG–PTM), 5109 Leesburg Pike, FALL CHURCH VA 22041–3258

Personnel category: JAGC warrant officers.

Number of copies: 1

Distribution: HQDA (DAJA–PT), WASHINGTON DC 20310–2200

Personnel category: Chaplains

Number of copies: 2

Distribution: HQDA (DACH–HSA–ACC), WASHINGTON DC 20310–2750

Personnel category: All commissioned officers (less AMEDD and Chaplains)

Number of copies: 3

Distribution: 1—HQDA (TAPC—appropriate career management section), ALEXANDRIA VA 22332–0400. 1—HQDA (TAPC–OPD–C), ALEXANDRIA VA 22332–0413. 1—HQDA (TAPC–PDI), ALEXANDRIA VA 22332–0479.

Personnel category: All enlisted personnel

Number of copies: 2

Distribution: HQDA (TAPC–EPR–J), ALEXANDRIA VA 22331–0476 (See Note 2.)

Notes:

¹ For officers, attach a duplicate copy of the application for AD and allied papers.

² When orders are published by HQDA (TAPC–OPD–RD) (STL), include with the orders the original application for AD. The Official Military Personnel File (OMPF) for the officers will be sent with the orders and application. The OMPF for enlisted personnel will be sent to CDR, USAEREC, ATTN: PCRE–FA, Fort Benjamin Harrison, IN 46249–5301.

2–21. Personal instructions

The orders issuing authority will perform the following:

a. Instruct soldiers with dependents that when reporting for AD they must have with them the necessary documents (photostatic copies accepted) prescribed in AR 600–8–14 to prove dependency.

b. Inform medical and dental officers to report to AD with three copies of a document attesting to dates of attendance at and graduation from medical or dental school. Medical officers must also furnish three copies of a certificate showing internship was completed. These documents will not be returned to the officer.

c. Instruct persons who are being assigned from units to carry their health and dental records and MPRJ to the gaining station.

2–22. Port call processing

Procedures in AR 55–28 and AR 55–46 will be followed when an ARNGUS or USAR soldier is ordered to AD for direct overseas assignment. Area commanders are responsible for port call processing and amending AD orders.

2–23. Records

The custodian of the MPRJ will—

a. Screen the MPRJ for completeness and send it to the AD station as prescribed in AR 600–8–104.

b. Ensure that records of Reserve of the Army soldiers include the following:

(1) Annual or terminal statement of retirement points.

(2) DA Form 4213 (Supplemental Data for Army Medical Service Reserve Officers).

- c. Initiate DA Form 67–8 (U.S. Army Officer Evaluation Report) according to AR 623–105.
- d. Forward the career management individual file of USAR officers as shown in table 2–2 .

Table 2–2
Record branches

Branch: CHAP

Forward to: HQDA (DACH–PE), WASHINGTON DC 20310–2700

Branch: AMEDD

Forward to: HQDA (SGPS–appropriate career activities office), FALLS CHURCH VA 22041–3258

Branch: All others

Forward to: HQDA (TAPC–appropriate career management sec), ALEXANDRIA VA 22332–0400.

Section V

Administrative Processing of Gains to Active Duty

2–24. First duty station commander’s duties

First duty station commanders will—

- a. Ensure that personal and classification interviews are conducted per paragraphs 2–25 and 2–26.
- b. Screen the MPRJ for accuracy and completeness. Prepare forms shown in table 2– 4 which are not in the MPRJ.
- c. Ensure that records of enlisted soldiers between the age of 17 and 18 contain documentary evidence to support their legal enlistment and eligibility for order to AD. See NGR 600–200 for ARNGUS or DD Form 1966/4 (Record of Military Processing Armed Forces of the United States), section VII, item 34, for USAR personnel.
- d. Prepare DD Form 220 (Active Duty Report) as prescribed in paragraph 2–28.
- e. Ensure that flying status orders are current and in effect for persons ordered to AD in an Army aviator SSI (AOC) or MOS. If not, the aviator concerned must initiate a request and forward it to HQDA (TAPC–OPD–A), ALEXANDRIA VA 22332–0413. (See AR 600–106.) If NGB and USAR flying status orders were current when the soldier was ordered to AD, they will be accepted as a basis for issuing DA flight orders. The NGB and USAR orders are authorized for use on AD for a maximum of 30 days pending receipt of DA orders.
- f. Ensure that soldiers are accessed into the Active Army under the Standard Installation/Division Personnel System (SIDPERS). See AR 680–1 for more guidance on unit strength accounting and reporting.
- g. Ensure a panographic x–ray is obtained if not on file at the Central Panographic Storage Facility.

2–25. Personal interviews and orientations

Arriving soldiers will be welcomed and given a brief explanation of the processing to be done. Personal interviews and orientations will be conducted as set forth in the following paragraphs.

- a. Advise soldiers that—
 - (1) Personal affairs should be put in order. (AR 608–2 may be used as a guide.)
 - (2) Premiums on National Service Life Insurance or U.S. Government Life Insurance may be paid by allotment of pay.
- b. Inform soldiers of the Survivor Benefit Plan and its general provisions during personal affairs orientation and counseling (AR 608–8–7). Ensure DA Pam 360–539 (Survivors Benefit Plan for the Uniformed Services) is made available for each soldier.
- c. Carefully explain required articles of the Uniform Code of Military Justice to enlisted personnel.
- d. Read and explain the “Code of Conduct for Members of the United States Armed Forces” to all soldiers (AR 350–30).

2–26. Classification interview

a. A general classification interview will be conducted to update the Personnel Qualification Record, DA Form 2 (Personnel Qualification Record—Part I) and DA Form 2–1 (Personnel Qualification Record—Part II) of each person reporting for AD. Interviewers will use DA Pam 611–1 as a guide. They will stress the importance of updating DA Forms 2 and 2–1 to show accurate and complete information about a soldier’s qualifications.

b. Interviewers will ensure that—

- (1) DA Forms 2 and 2–1 are prepared or updated per AR 600–8–104. Duplicate copies will be sent to HQDA when required.
- (2) Dates of rank are adjusted per AR 600–20.
- (3) All facts concerning military experience and schooling of prior service members are correct and properly recorded.

(4) A primary SSI (AOC)/MOS, except as shown in (5) below, is awarded to prior service soldiers. This is when military qualifications and personal attributes show that an SSI (AOC)/MOS different from that shown in the MPRJ should be designated as primary. (See AR 611-101, AR 611-112, and AR 611-201 for guidance.)

(5) The SSI (AOC) shown on the most recent DA Form 4213 for AMEDD Reserve commissioned officers is designated as primary; also that this information is entered on DA Form 2 or DA Form 2-1.

(6) Obsolete SSI (AOC) or MOS are redesignated or converted. (See AR 611-101, AR 611-112, AR 600-200, and AR 611-201.)

(7) The physical profile from the latest SF 88 is entered on the DA Form 2. The DA Form 2-1 will cite a brief description of the medical condition or physical defect and assignment limitations, if appropriate. (See AR 600-8-104 for guidance.)

2-27. Personnel testing

a. Language proficiency tests will be given to all personnel who know a foreign language (611-6). If tests are not available, an interview will be conducted. DA Form 330 (Language Proficiency Questionnaire) will be completed and proper entries made on DA Form 2 or DA Form 2-1 (AR 600-200 and AR 611-201).

b. Enlisted soldiers who do not have aptitude area scores recorded on their DA Form 2 or DA Form 2-1 will be tested per AR 601-222.

2-28. DD Form 220

a. Preparation. The first AD station commander will prepare DD Form 220 as soon as a soldier reports. A date of rank will be entered in item 18 for commissioned and warrant officers reporting for 12 or more months of AD. The computation used to determine the date of rank will be shown on the back of the form. DD Form 220 will be prepared in triplicate.

b. Enclosures to DD Form 220. The documents shown in (1) through (6) below, unless sent earlier, will be attached to the original DD Form 220 and distributed as shown in *c* below. If receipt of these documents is pending, a single copy of DD Form 220, marked "initial report," will be prepared and sent.

- (1) One copy of the orders.
- (2) Original application and allied papers.
- (3) Original SF 88.
- (4) Original SF 86.
- (5) DD Forms 4/1 through 4/3 (for ARNGUS enlisted personnel only).
- (6) A copy of current DA Form 4213, for AMEDD officers.

c. Distribution. The original copy of DD Form 220 will be distributed as shown below. A duplicate copy will be filed in the MPRJ, with a copy of the application and any other allied documents.

- (1) For AMEDD officers.
 - (a) Original to HQDA(TAPC-PDI), ALEXANDRIA VA 22332-0479.
 - (b) Copy to HQDA (SGPS-PD), 5109 Leesburg Pike, FALLS CHURCH VA 22041-3258.
- (2) For Chaplains.
 - (a) Original to HQDA(TAPC-PDI), ALEXANDRIA VA 22332-04079.
 - (b) Copy to HQDA (DACH-PE), WASHINGTON, DC 20310-2700.
- (3) For all other officer personnel.
 - (a) Original to HQDA(TAPC-PDI), ALEXANDRIA VA 22332-0479.
 - (b) Copy to HQDA(TAPC-PDI), ALEXANDRIA VA 22332-0479.
- (4) For enlisted personnel.
 - (a) Original to HQDA (TAPC-EP (Appropriate career branch)), ALEXANDRIA VA 22331-0450.
 - (b) Copy to CDR, USAEREC, ATTN: PCRE-FA, Fort Benjamin Harrison, IN 46249-5301. Attach a copy of the application and allied documents, orders, SF 88, and DD Form 4 series if applicable.
- d. Corrections.* If corrections must be made, a new DD Form 220 marked "Corrected Copy" will be prepared and distributed. The reason for the correction will be shown on the report.

Section VI

Computing Travel Time and Active Duty Date

2-29. General

This section gives direction on computing travel time to the first duty station and determining date of entry on AD. ARNGUS or USAR soldiers ordered to AD will be given instructions consistent with this section.

2-30. Date of entry on active duty

The date of entry on AD will not be shown on the orders. The U.S. Army Reception Battalion or first AD organization

determines the date per Department of Defense Financial Management Regulation (DODFMR) and the Joint Federal Travel Regulation (JFTR).

2-31. Reporting date

The reporting date will be specifically stated in the orders. It will not be changed after the soldier begins travel en route to the first duty station. Deviations will be treated as follows:

a. Absence after the directed reporting date will be absent without leave (AWOL) time, unless excused per AR 600-8-10 or AR 630-10.

b. A soldier reporting before the date he is authorized to begin travel will be in a nonduty, nonpay status. The soldier will not be accepted for duty unless the orders issuing authority amends the orders to show an earlier reporting date.

2-32. Explanation of travel terms

a. Commuting distance. The greatest reasonable distance a soldier could be expected to travel daily between his or her home and duty station. The installation commander determines distance on the basis of local practice, travel time, and available modes of transportation.

b. Travel time. The amount of travel time allowed determines the date pay begins. Persons are entitled to travel time when they must begin travel on a date before the reporting date shown on their orders.

2-33. Authorized travel time

Allowable travel time and computation methods are determined per DODFMR and JFTR.

2-34. Unauthorized travel time

A person who lives within commuting distance of the first duty station will begin travel on the reporting date. He or she is entitled to receive pay for this day. Pay will not begin earlier than the reporting date. The first duty station commander will determine commuting distance based on local practice, distance, travel time, and available modes of transportation.

2-35. Travel expenses

a. Soldiers may travel to the first duty station at their own expense or they may request that the Government furnish transportation. Soldiers who travel at their own expense will be reimbursed as prescribed in the JFTR.

b. A soldier may get a transportation request from the transportation officer at any military installation or activity (U.S. Property and Fiscal Officer for ARNGUS soldiers). The soldier must present a copy of his or her AD orders. The request may be made by letter or memorandum. Submit applications promptly so that reservations can be made and tickets obtained in time to begin travel on the required date.

c. When transportation of dependents is authorized, JFTR volume 1, chapter 7, applies.

Table 2-3
Flow of applications for active duty to fill active Army vacancies

Applicant		Processing command					
ARNGUS	School Comdt (Note 1)	ARNGUS Unit Cdr	ARNGUS Command Channels	State AG (Note 2)		HQDA (TAPC-OPD-RD) (STL) (Note 3)	HQDA (Note 4)
USAR Unit Soldier AMEDD	School Comdt (Note 1)	USAR Unit CDR	USAR Command Channels	Area CDR	MACOM (Note 5)		HQDA (Note 4)
USAR Unit Soldier Less AMEDD	School Comdt (Note 1)	USAR Unit CDR	USAR Command Channels	Area CDR	MACOM (Note 5)	HQDA (TAPC-OPD-RD) (STL) (Note 3)	HQDA (Note 4)
USAR Soldier assigned to IRR, Standby, or Retired Reserve	School Comdt (Note 1)					HQDA (TAPC-OPD-RD) (STL) (Note 3)	HQDA (Note 4)

Table 2–3
Flow of applications for active duty to fill active Army vacancies—Continued

Applicant		Processing command		
USAR Officer on AD in WO or Enlisted Status	Active Unit CDR	Active Command Channels	HQDA (TAPC–OPD–RD) (STL) (Note 3)	HQDA (Note 4)

Notes:

¹ Applications from USAR OCS candidates, OBC students, and soldiers attending aviator courses will be sent through the proper school commandant.

² State AG may disapprove applications and return through channels to individual; only applications for which approval is recommended will be sent to HQDA, Appointment Directorate, ATTN: TAPC–OPD–RD, 9700 Page Avenue, St. Louis, MO 63132–5200.

³ Applications will be addressed to HQDA, Appointment Directorate, ATTN: TAPC–OPD–RD, 9700 Page Avenue, St. Louis, MO 63132–5200.

⁴ Applications for active duty as officers in the basic branches will be sent to HQDA (TAPC–OPD–C), Alexandria, VA 22332–0413; in the AMEDD to Commander, HPSA (SGPS–PD), 5109 Leesburg Pike, Falls Church, VA 22041–3258; and in the Chaplain Corps, to HQDA (DACH–CHSA–ACC), Washington, DC 20310–2750. Applications for active duty in an enlisted status will be forwarded to HQDA (TAPC–EPR), Alexandria, VA 22331–0476.

⁵ MACOM may disapprove applications and return them through channels to individual; only applications for which approval is recommended will be sent to HQDA.

Table 2–4
Forms preparation table

Form number and title	Applicable Army regulations, remarks, and special instructions
DA Form 330 (Language Proficiency Questionnaire)	AR 611–6
DA Form 2356 (Payroll Suspense Documents Envelope)	AR 37–104–4
DA Form 3053 (Declaration of Retired Pay Benefits Received and Waivers)	DODFMR
DA Form 3444 (series) (Terminal Digit File for Treatment Record)	AR 40–66; AR 40–2
DA Form 3645 (Organization Clothing and Individual Equipment Record)	DA Pam 710–2–1
DA Form 3955 (Change of Address and Directory Card)	AR 600–8–3
DA Form 4213 (Supplemental Data for Army Medical Service Reserve Officers)	AR 135–133
DA Form 5960 (Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ), and/or Variable Housing Allowance (VHA))	AR 37–104–4
DD Form 2A (RES) (Armed Forces of the United States Identification Card)	AR 600–8–14
DD Forms 4/1 through 4/3 (Enlistment/Reenlistment Document—Armed Forces of the United States)	Send original per para 2–28b(5)
DD Form 93 (Record of Emergency Data)	AR 600–8–1 and AR 608–2
DD Form 137 (Application for Basic Allowance for Quarters for Members with Dependents)	AR 37–104–4
DD Form 220 (Active Duty Report)	Prepare and send per para 2–28
DD Form 1173 (Uniformed Services Identification and Privilege Card)	Furnish to eligible dependents per AR 600–8–14 (chap 6)
DD Form 1883 (Survivor Benefit Plan—Election Certificate (LRA))	AR 135–210, See para 2–25b, AR 135–180; and DA Pam 360–539
DD Form 1934 (Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces)	AR 600–8–14
DA Form 2558 (Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel)	AR 37–104–4
DA Form 2559 (Savings Bond Allotment Authorization/Active Duty or Retired Pay)	AR 37–104–4
IRS Form W–4 (Employees Withholding Allowance Certificate)	AR 37–104–4
Form SSA–5 (Application for Social Security Number Card)	AR 600–8–104; DA Pam 600–8–10
Form OAAN 7003 (Request for Change in Social Security Records)	DA Pam 600–8–10
SF 86 (Questionnaire for National Security Positions)	5 CFR 732, 736
SF 88 (Report of Medical Examination) and SF 93 (Report of Medical History)	See para 2–4, para 2–15b(1), and para 2–16d(1)

Chapter 3

Temporary Tour of Active Duty

Section I

Introduction

3–1. Description of Temporary Tour of Active Duty (TTAD)

- a. Only Reserve soldiers are authorized to perform active duty for special work. Active duty for special work when

paid from Military Personnel, Army (MPA) appropriations is identified as a Temporary Tour of Active Duty (TTAD). TTAD is voluntary AD performed by ARNGUS and USAR soldiers who possess special expertise needed for short term support or completion of an essential active force mission. A TTAD will not normally be 139 days in length.

b. In exceptional situations and with Secretary of the Army (SA), or the Secretary's designee, approval, Retired Reserve soldiers may be ordered to TTAD. The support requirement must be temporary in nature.

c. A TTAD may require Active Army end strength accountability (para 3-3i). (See AR 135-200, paras 1-6 and 1-7 for guidance on computation of active duty time which requires Active Army end strength accountability and reporting.)

3-2. Use of TTAD

a. TTAD is authorized for—

(1) Support of an active force mission of the Active Army, a Unified or Specified Command, Office of the Joint Chiefs of Staff (OJCS), or Office Secretary of Defense (OSD).

(2) Use by the U.S. Corps of Engineers (USACE) in a disaster or emergency operation on a reimbursable basis.

(3) Support of a contingency operation. (This includes support of an Active Army contingency operation assigned to the Reserve components under current mobilization/operational plans.)

(4) Operational missions. (For explanation of TTAD for operational missions and request procedures, see section VI below.)

a. TTAD will not be used;

(1) As a career accession program.

(2) To accomplish reserve force peacetime missions, support, or special projects. (For support of special projects of the Army Reserve components, see AR 135-200.

(3) For staff augmentation.

(4) For normal mission accomplishment.

(5) To evade manpower ceilings.

(6) To temporarily fill a vacant approved position.

(7) For a task or mission within peacetime duties of a military or civilian position.

(8) As a mode of training to include professional development training. (Experience gained or enhancement of a soldier's mobilization readiness is not a consideration in determining whether TTAD is warranted.)

Section II

Requirements for TTAD

3-3. Program policy

a. The TTAD Program is designed to meet a short term (temporary) need for the purposes stated in paragraph 3-2a above. If a tour exceeds 139 consecutive days, the requester must show that the tour is in the best interest of the Army.

b. Tour requests will be sent through the organization's chain of command to Commander, PERSCOM ATTN: TAPC-OPD-RT, 9700 Page Avenue, St. Louis, MO 63132-5200. Commander, PERSCOM (TAPC-OPD-RT) will forward requests for tours exceeding 180 days (including travel time) or an extension which will result in a tour exceeding 180 days to Commander, PERSCOM (TAPC-OPD) for approval.

c. Justification for a TTAD exceeding 180 days or a TTAD extension which will result in a tour exceeding 180 days must include the Active Army Officer Distribution Plan (ODP) or entitled position to remain vacant during the tour.

d. Consent from the Governor or other appropriate State or Territorial authority is required for ARNGUS soldiers to serve on TTAD.

e. Consecutive (back to back) tours totaling in excess of 139 days at the same location in a TDY (per diem) status are not authorized.

f. The soldier's pay and allowances for a TTAD is funded by Military Personnel, Army (MPA) appropriations. Operations and Maintenance, Army (OMA) appropriations are used for travel and per diem. The Active Army agency or command or, in appropriate cases, OSD, OJCS, Joint Command or non-DOD agency requesting the TTAD is responsible for the participant's travel and per diem costs. (See para 3-15c for information regarding funding for contingency operations.)

g. Order for TTAD to fill an Active Army contingency need will be published for a period not less than 31 days. (See section V for policy regarding the use of TTAD for contingency operations.)

h. ARNG and USAR soldiers ordered to AD under the TTAD Program:

(1) Remain assigned to their Reserve component and under ARNGUS or USAR strength accountability. Soldiers are attached to the Active Army or other authorized organization/unit/agency for performance of the tour. (See subparagraph i below for requirement to count a TTAD participant against the Active Army end strength.)

(2) Are ordered in their current Reserve grade. (See para 3-7d for exception applicable to Command Sergeants Major (CSMs).)

(3) Are subject to the Uniform Code of Military Justice, as administered by the Active Army unit of attachment.

(4) Remain eligible for promotions under the Reserve of the Army mandatory promotion system (10 USC 14101(a)). However, Reserve officers ordered to active duty (other than for training) before being promoted but after being recommended for a position vacancy promotion (USAR), or selected for Federal recognition (ARNGUS) are not eligible for promotion while on TTAD. If an officer's name is on a USAR position vacancy promotion list, or if the officer has been selected for Federal recognition in the next higher grade, the officer's name must be administratively withdrawn from promotion or federal recognition recommendation on the tour start date. The officer must acknowledge this withdrawal action on the active duty application. This is not an adverse action. It will not be considered a nonselection.

(5) Will be released from tour (all outprocessing and accumulated leave must be completed) on the date in the approved tour request unless extended or terminated by proper authority. Release will be per AR 635-200, paragraph 4-2 (enlisted) or AR 600-8-24, paragraph 2-7 (officers). Only PERSCOM can amend orders to extend or terminate a tour. (See AR 135-381, chap 7 for procedures when a soldier qualifies for retention on AD due to an in line of duty injury, illness, or disease.)

(6) Will be reported to HQDA (DAPE-MPE) per AR 135-200, paragraph 1-7, if the soldier exceeds a 180-day (including travel time) accumulation of TTAD or any combination of TTAD and ADSW totaling over 180 days within a fiscal year (FY). Reporting per paragraph 1-7 is required whether or not the soldier is subject to accounting against the Active Army end strength (para *i* below) or the Active Guard Reserve (AGR) end strength (AR 135-200, para 1-6).

(7) Will not perform inactive duty training (IDT), AT, ADT, or any other duty not authorized in the approved TTAD request while serving on a TTAD.

i. A TTAD participant will be counted against the Active Army end strength if he or she is in TTAD status on 30 September and one of the circumstances in paragraph (1) through (3) below apply. (Even if officers are counted against the Active Army end strength, they are excluded from certain officer strength in grade limitations.)

(1) The soldier has accumulated over 180 days (including travel time) of TTAD within the FY; or

(2) The soldier has accumulated over 180 days of TTAD and ADSW combined within the FY.

(3) The soldier's current TTAD tour will exceed 180 days whether or not it is completed by 30 September of the fiscal year.

j. A USAR TPU soldier ordered to or extended on a TTAD which will result in the soldier being on TTAD over 180 consecutive days will be reassigned to the IRR unless TPU retention is approved under paragraph 3-7*e*. Such soldiers must be included in the Active Army end strength if TTAD continues through 30 September (see para 3-3*i* above). (This transfer policy does not apply to TTAD in support of a contingency operation under section V.)

k. AR 600-8-24 and AR 635-200, as appropriate, govern the early release or discharge of soldiers while on TTAD.

l. DD Form 214 will be issued on release from TTAD of 90 days or more. DD Form 220 will be issued for a tour of 89 days or less.

3-4. Responsibilities and tour approval authorities

These tours will not be used—

a. The Secretary of the Army (SA), or the Secretary's designee, is final approval authority for the following:

(1) TTAD to be performed by Retired Reserve soldiers.

(2) Nominees for TTAD with:

(*a*) Joint Chiefs of Staff (JCS) and Unified Commands.

(*b*) Department of Defense (DOD).

(*c*) Office of the Secretary of the Army.

(*d*) Agencies outside DOD.

b. The Director of Management, Office of the Chief of Staff, Army (DACS-DMC) is final approval authority for requests for personnel to fill TTAD requirements in the agencies in (1) through (3) below.

(1) DA Staff.

(2) DA Staff Support agencies.

(3) DA field operating agencies.

c. The DA Deputy Chief of Staff for Personnel (DAPE-MP) will—

(1) Coordinate requests for TTAD which require final approval of the Secretary of the Army (para *a* above) or the Director of Management, Office of the Chief of Staff, Army (para *b* above).

(2) Be final approval authority for soldiers nominated for TTAD who have completed 17 or more years of active federal service (AFS).

d. The CG, PERSCOM will—

(1) Act as point of contact and formulate implementing procedures for the TTAD Program.

(2) Plan, program, and monitor funds to support the TTAD Program.

(3) Act as approval/disapproval authority except as specifically designated elsewhere in this chapter.

(4) Maintain procedural waiver authority. Time sensitive requirements for TTAD in support of contingency operations which do not allow routine processing will be handled through channels by special request to HQDA (DAMO-ODM). (See section V.)

(5) Conduct an audit of man-days used each FY and furnish this data to HQDA (DAPE-MBB).

(6) Serve as the final approval authority for waivers or exceptions to policy associated with this program, except for matters specifically reserved for HQDA.

(7) Establish TTAD reporting and termination dates in coordination with the requesting command or agency.

(8) Issue all TTAD orders per AR 600-8-105 and HQDA including orders curtailing or extending a tour.

(9) Establish and implement procedures for soldiers who must be counted against the Active Army end strength.

e. The CNGB will—

(1) Serve as TTAD point of contact for State adjutants general.

(2) Nominate ARNGUS soldiers for TTAD who have been approved by State Adjutants General.

(3) Ensure disposition of the MPRJ per AR 600-8-104 for ARNGUS soldiers ordered to TTAD.

f. Major Army Command (MACOM) will—

(1) Serve as TTAD point of contact for subordinate units.

(2) Disapprove a tour request and notify the requesting agency when a TTAD is not justified according to this chapter.

(3) Review applications for TTAD to determine eligibility and qualifications of the applicant when a by-name request is submitted. Applications from soldiers determined to be ineligible or not qualified will be disapproved and returned.

(4) Ensure disposition of MPRJ per AR 600-8-104 for USAR soldiers ordered to TTAD.

g. CG, U.S. Army Reserve Personnel Center (ARPERCEN) will—

(1) Establish and maintain a personnel selection system for the TTAD Program.

(2) Identify USAR soldiers with required qualifications for the tour.

(3) Ensure disposition of MPRJ per AR 600-8-104 for USAR soldiers under ARPERCEN jurisdiction.

3-5. Tour justification

a. Organizations and agencies requesting approval of projects or missions to be completed by personnel serving on TTAD for 30 days or less (excluding allowable travel time) will submit a memorandum through command and/or staff agency channels to Commander, PERSCOM, ATTN: TAPC-OPD-RT, 9700 Page Avenue, St. Louis, MO 63132-5200. The memorandum will include the information listed in (1) through (3) below.

(1) Description of the project or mission and the action or directive which created the need for the project or mission. Statement must include the reason why the project or mission is vital to the Army and why it cannot be completed by assigned Active Army or DA civilian personnel.

(2) Headquarters, agency, or office (including duty address) where the soldier is to be attached and OMA fund cite for travel and per diem.

(3) If a by-name request is to be considered for the tour, a completed DA Form 1058-R must be attached to the request. If a by-name request is not being submitted, required qualifications for the tour must be provided.

b. Requests for approval of projects or missions completed by personnel serving on TTAD for a period exceeding 30 days (excluding allowable travel time) will contain the following justification:

(1) *Project or mission.* A detailed description of the project or mission and proposed or final milestones are required. Justification must include:

(a) A description of the AA, OSD, OJCS, or Joint Command need for Reserve component experience or knowledge including a description of the duties to be performed by the soldier.

(b) An explanation of why the project or mission cannot be completed by assigned and available full-time staff (military or DA civilian).

(c) Details of impact on the Army if TTAD is not approved.

(d) Maximum number of mandays needed to complete the project or mission. (Beginning and ending dates of support must be provided.)

(e) An alternate plan for completing the project or mission if it is not complete on termination date of the tour.

(f) The OMA fund cite for travel and per diem.

(2) *Attachment.* Identify the headquarters, staff agency, or office (including duty address) to which the soldier is to be attached.

(3) *List of required qualifications.* Include a list of required qualifications for the tour:

(a) Military or civilian experience and background.

(b) Special skills needed.

(c) Minimum military or civilian education.

(d) Grade.

- (e) Security clearance needed.
- (4) *By-name requests.* When an agency identifies a soldier for a tour, the following information will be provided:
 - (a) State the name of the soldier requested and attach a copy of the completed application (DA Form 1058-R). (See para 3-10.)
 - (b) Describe the unique skill or qualifications possessed by the individual requested.

3-6. Eligible soldiers

The following soldiers may serve on TTAD:

- a. ARNGUS soldiers who are Federally recognized and in an active Reserve status. Consent of the Governor or other appropriate State or Territorial authority is required.
- b. USAR soldiers assigned to the Ready Reserve.
- c. Soldiers to the Standby Reserve (Active List).
- d. Retired Reserve soldiers in exceptional situations. Approval of the Secretary of the Army, or the Secretary's designee, is required. (Note: Retired Regular Army soldiers are not eligible to serve on TTAD; however, they may be voluntarily or involuntarily recalled to active duty by the Secretary of the Army at any time (10 USC 688(a)) as prescribed by AR 601-10. Retired Regular Army soldiers ordered to active duty are counted in the Active Army end strength regardless of the length of the tour.)

3-7. Qualifications of applicant

Individuals applying for TTAD must submit a current and complete DA Form 1058-R as outlined in paragraph 3-10 below.

- a. Applicants must as a minimum—
 - (1) Possess the qualifications and/or experience needed for the mission. Officers must be OBC graduates.
 - (2) Meet the medical fitness standards of AR 40-501. (HIV screening requirements of para 2-4 apply.) A soldier who has claimed to be unfit to perform military duty and received medical care and incapacitation pay in the past 24 months is not eligible to apply for a TTAD of 30 days or more.
 - (3) Not be pregnant.
 - (4) Satisfy the body fat standards of AR 600-9. (See para 3-10b(1) for required entry on DA Form 1058-R.)
 - (5) Not be within 6 months of mandatory removal or expiration term of service on the report date of the tour. The requirement may be waived by DARNG or CG, ARPERCEN when exceptional military need exists and the soldier can complete the tour before the mandatory removal date or expiration term of service. For Retired Reserve soldiers, see paragraph 3-4a above.
 - (6) Possess the minimum security clearance needed for the assignment.
 - (7) Not have been released from AD involuntarily for "cause" or at own request in lieu of an adverse personnel action.
 - (8) Not pending an adverse personnel action.
 - (9) Not have been involuntarily removed from AD because of nonselection for promotion unless selected by a later board.
 - (10) Not be under suspension of favorable personnel action. See AR 600-8-2.
 - (11) Have had a break of 60 days following the last day of a TTAD or ADSW tour in the previous FY if being considered for a TTAD in the first two months of the current FY. This break only applies if the soldier has accumulated more than 30 days of ADSW and/or TTAD during the last quarter of the previous FY. The break may be waived by PERSCOM (TAPC-OPD) when mission requirements dictate expertise or skills possessed by a soldier which are not readily available elsewhere. Send requests through command channels. Requests will document the reasons why the prior ADSW/TTAD tour was not extended to permit the performance of current mission requirements.
 - (12) Have served fewer than 17 years of AFS. If a Reserve component soldier has completed 17 or more years of AFS, approval of the Deputy Chief of Staff for Personnel (DAPE-MP) is required.
- b. Officer's name must not be on a position vacancy promotion list (USAR), or selected for Federal recognition in the next higher grade (ARNGUS) unless he or she acknowledges removal from the list of those recommended for promotion or Federal recognition on the AD application (para 3-3h(4)).
- c. ARNGUS soldiers must have the consent of the Governor or other appropriate State or Territorial authority to serve on TTAD.
- d. Command sergeants major (CSMs) must be laterally appointed to sergeant majors (SGMs) (AR 135-205) prior to entry on duty if—
 - (1) The tour does not specifically require the services of a CSM, or
 - (2) The duty or purpose of the tour is not related to the function of a CSM.
- e. USAR TPU soldiers being considered for a TTAD exceeding 180 days or an extension resulting in the tour exceeding 180 days (including travel time) must consent to being reassigned to the IRR. (See requirement in para 3-10.) The unit commander is the final decision authority of whether the soldier who volunteers for a tour or tour

extension described above is reassigned to the IRR or remains assigned to the unit. (This paragraph does not apply to TTAD in support of a contingency operation under section V.) End strength and tour accounting and reporting will be according to paragraphs 3-3*h* and 3-3*i*.

Section III

Processing Requests for TTAD Support and for Soldiers to Serve on TTAD

3-8. Requests for tours

- a.* The agency or command needing support from a Reserve of the Army soldier may request approval for a TTAD.
- b.* Requests must fully justify the need for the tour. Follow justification requirements of paragraph 3-5.
- c.* Send requests for tour approval or extensions through command channels to CDR, PERSCOM, ATTN: TAPC-OPD-RT, 9700 Page Avenue, St. Louis, MO 63132-5200. Tour extensions must be requested no later than 30 days prior to the termination date of the original tour.
- d.* PERSCOM will coordinate with DA DCSPER (DAPE-MP) a TTAD or extension of TTAD resulting in a tour exceeding 180 days (including travel time) or a TTAD of any length that would result in a soldier being ordered to over 180 days of TTAD or TTAD and ADSW combined within an FY.
- e.* DA DCSPER (DAPE-MP) will coordinate final approval of tour requests from the DA Staff, DA Staff Support agencies, and DA field operating agencies with the Director of Management, Office of the Chief of Staff, Army (DACS-DMC).
- f.* In the case of offices, agencies, or commands above or outside DA, tour requests justified according to paragraph 3-5 will be coordinated by DA DCSPER (DAPE-MP) with the Office of the Assistant Secretary of the Army (OASA) ATTN: SAMR. OSD agencies are required to coordinate with the Director for Administration and Management prior to further processing by PERSCOM.
- g.* Requests for TTAD in support of a contingency operation or in other emergency situations will be processed per section V.

3-9. Action on tour requests

- a. Approved tours.* When a tour is approved and a by-name request has not been submitted or has not been approved, PERSCOM will request that the Chief, NGB or CDR, ARPERCEN (ARPC-MOP-R) identify soldiers with the required qualifications to fill the position.
- b. Disapproved tours.* If a tour request is not fully justified per paragraph 3-5, the request will be denied and the requesting agency notified.

3-10. Individual application process

- a. Preparation of DA Form 1058-R.* Applicants for TTAD will submit a current and completed DA Form 1058-R through channels to CDR, PERSCOM, ATTN: TAPC-OPD-RT, 9700 Page Avenue, St. Louis, MO 63132-5200. Only DA Form 1058-R will be accepted. DA 1058-R will be locally reproduced on 8½- by 11-inch paper. (A copy of DA Form 1058-R is furnished at the end of AR 135-200 for local reproduction purposes.) An order will not be issued without the applicant's and the unit commander's (for TPU soldiers) signature on the DA Form 1058-R.
- b. Additional DA Form 1058-R requirements.*
 - (1) Height will be to the nearest ½ inch. Weight will be to the nearest pound. Height and weight measurements will be in standard physical training uniform (gym shorts and T-shirt, without shoes). (Applications from soldiers whose weight exceeds the maximum shown in AR 600-9, table 1 (Weight for Height Table) will be disapproved unless accompanied by a completed DA Form 5500-R or DA Form 5501-R verifying the soldier is in compliance with Army body fat standards.) (See AR 600-9 for local reproduction and completion instructions for these forms.)
 - (2) The unit commander's signature in block 35 of the DA Form 1058-R is required as certification of the accuracy of the tour history which the TPU soldier has entered on the AD application. (For TTAD tours scheduled within the first 2 months of an FY, the commander must also certify that the soldier has met the 60-day break requirement or requests waiver of that requirement under para 3-7*a*(11).)
 - (3) The application will contain the applicant's consent for release from AD at the end of the tour. Consent will be shown by the applicant's signature below the preprinted release statement in the remarks block of the DA Form 1058-R. DCSPER (DAPE-MP) approval is required before a soldier with 17 or more years of AFS can be ordered to TTAD.
 - (4) A statement of acknowledgment and agreement with reassignment to the IRR must be submitted when a USAR TPU soldier is being ordered to a TTAD exceeding 180 days or an extension of a TTAD which if approved would result in the soldier being on the tour over 180 days. The following documents will be submitted with the application or extension request when TTAD will exceed 180 days:
 - (a)* DA Form 4651-R (Request for Reserve Component Assignment or Attachment) requesting reassignment to the IRR. (A copy of DA Form 4651-R is furnished at the end of AR 140-10 for local reproduction purposes.)

(b) A statement signed by the applicant stating he or she is aware that reassignment to the IRR terminates Selected Reserve incentives and entitlements prescribed by AR 135–7.

Section IV

Ordering Soldiers to Temporary Tours of Active Duty

3–11. Orders

a. Soldiers are ordered to TTAD in their current grade except as provided in paragraph 3–7d. If the soldier is in a unit, concurrence of the unit commander is required. TTAD to be performed by an IMA must be approved by the soldier’s agency/organization of assignment (AR 140–145).

b. Soldiers orders to AD in TTAD status serve on self-terminating orders. Self-terminating orders are those which by their own terms automatically terminate on the specified effective date.

c. TTAD orders are issued by PERSCOM (STL) in orders formats according to AR 600–8–105. The following instructions also apply:

(1) Orders will state one of the following authorities:

(a) 10 USC 12301(d) for Reserve of the Army who are not Retired Reserve soldiers described in (b) below.

(b) 10 USC 688(a) for Retired Reserve soldiers who were retired under the provisions of 10 USC 1293, 3911, or 3914.

(2) The AD commitment or period of AD will be expressed as a period of time (such as 11 days, 3 months).

(3) The specified reporting date and ending date prescribed by PERSCOM will be shown; however, the effective date of entry on AD will not be shown.

(4) If a panoramic x-ray has not been accomplished, specify that panoramic x-ray or SF Form 603 (Health Record—Dental) is required.

(5) HIV test must be current. (See paragraph 2–4 requirements.)

d. *Distribution.* In addition to the distribution prescribed in AR 600–8–105, orders will be distributed as shown in the distribution listing below:

Table 3–1

Order distribution

Personnel category: All

Number of copies: 1

Distribution: Organization commander to which attached for duty

Personnel category: All

Number of copies: 1

Distribution: CDR, appropriate unit of assignment

3–12. Travel time and date of entry on TTAD

Chapter 2, section VI, gives direction on computing travel time and date of entry on AD which is applicable to TTAD.

3–13. Records

The custodian of the MPRJ will send the MPRJ of the soldier performing a TTAD of 90 days or more to the AD as prescribed in AR 600–8–104.

3–14. Separation documents

a. DD Form 214 will be issued on release from TTAD of 90 days or more (AR 635–5).

b. DD Form 220 will be issued on release from TTAD of 89 days or less.

Section V

Temporary Tour of Active Duty in Support of Contingency Operations

3–15. Contingency policy

a. The instructions in this section will be implemented when the Secretary of Defense declares that an emergency exists that requires the services of individual ARNGUS or USAR soldiers (not already ordered to active duty pursuant to a Presidential Selected Reserve Call-up (PSRC) or other mobilization authority) in support of a contingency operation.

b. TTAD in support of contingency operations is voluntary only. TTAD may be used to order Reserve of the Army soldiers to AD for a contingency operation of the Active Army, OSD, OICS, or Joint Command when the mission requires specialized experience or knowledge which they possess and which is unavailable in the Active Army. During

a contingency operation, ARPERCEN will maintain a list of volunteers. Priority for consideration as a volunteer is listed in paragraph 3–17a. Soldiers may serve on TTAD as backfills for Active Army units. Except as specifically addressed in this section, the administrative procedures of chapter 3, section I through IV also apply to TTAD authorized for contingency operations.

c. When a contingency operation is authorized, DA DCSPER will determine the MPA and OMA fund cite for approved tours.

d. Orders for TTAD in support of a contingency operation will be for a period not less than 31 days and will not exceed 139 days. Exceptions to tour lengths and extension procedures for each contingency operation will be announced by HQDA.

3–16. Tour requests

Request for TTAD for contingency operations will be sent through command channels to HQDA (DAMO–ODM) for final approval. The request must specify why the duties can not be accomplished by Active Army personnel.

3–17. Volunteers for TTAD for contingency operations

a. Priority consideration as volunteers for TTAD during a contingency operation will be in the order listed in subparagraph (1) through (5) below. IMAs and TPU soldiers (subparagraph b(2) and (3) below) may be utilized as volunteers outside their assigned unit/organization only with DCSPER and Deputy Chief of Staff for Operations (DCSOPS) approval when required skills are not available from any other source. Volunteers described in subparagraph (1) may be ordered to TTAD per the authority of 10 USC 688(a). The authority for TTAD performed by soldiers in subparagraph (2) through (5) is 10 USC 12301(d).

(1) Retired Reserve soldiers who were retired under 10 USC 1293, 3911, and 3914.

(2) Retired Reserve soldiers not covered in paragraph (1) above.

(3) IRR soldiers.

(4) IMA soldiers.

(5) ARNGUS and USAR unit soldiers.

b. Availability of specific categories of soldiers and requirements prior to acceptance for TTAD for a contingency operation are as follows:

(1) *Retired Reserve soldiers.* Approval of the Secretary of the Army; or the Secretary's designee, is required prior to ordering a retired soldier to AD

(2) *IRR soldiers.* Volunteers must be screened and certified as skill qualified by ARPERCEN. The gaining unit must confirm the soldier's qualifications. Individuals who have not been awarded an MOS will not be accepted as volunteers. If an IRR soldier is serving on TTAD in support of a contingency operation when a partial mobilization is authorized, TTAD orders will terminate and the soldier will be ordered to AD per 10 USC 12302(a).

(3) *IMA soldiers.* IMAs who volunteer for TTAD in support of a contingency operation which does not require the involuntary call-up of IMAs must obtain approval from their unit/organization of assignment and be certified as skill qualified by their unit/organization commander. If approval to volunteer is granted, the unit/ organization commander will forward the request to CG, ARPERCEN where a current list of volunteers is maintained during a contingency operation. DCSPER and DCSOPS approval is required according to subparagraph a above, if the IMA is to be utilized outside his or her assigned unit/organization. Soldiers remain subject to mobilization orders of their assigned unit.

(4) *ARNGUS and USAR unit soldiers.* Unit soldiers may volunteer for TTAD in support of contingency operations which do not require the involuntary call-up of Reserve component units. Volunteers must obtain approval from their unit of assignment and be certified as skill qualified by their unit commander. If approval to volunteer is granted, the unit commander will forward the soldier's name through the State Area Reserve Command (STARC) or the appropriate Army Reserve Command/General Officer Command (ARCOM/GOCOM) to CG, ARPERCEN. DCSPER and DCSOPS approval is required according to subparagraph a above, if the soldier is to be utilized outside his or her assigned unit. Soldiers remain subject to mobilization orders of their assigned unit.

3–18. Selection for TTAD in support of a contingency operation

The requesting agency may submit a by-name request. If a by-name request has not been made or is disapproved, PERSCOM will request the Chief, NGB or CDR, ARPERCEN (ARPC–MOP–R or ARPC–MOP–M (for Retired Reserve soldiers)), as appropriate, identify volunteers with the required qualifications.

3–19. Separation medical screening

ARNGUS and USAR soldiers will be medically screened prior to release from TTAD authorized for a contingency. The scope of the medical screening will be determined by The Surgeon General per AR 40–501.

3–20. Waivers

A waiver of administrative procedures of this section may be requested from HQDA (DAPE–MP).

Section VI

TTAD for Operational Missions

3-21. Policy

a. Except as specifically addressed in this section, the administrative procedures of chapter 3, sections I through IV also apply to TTAD authorized for operational missions. In the event of a PSRC or mobilization, the unit soldier must be released from TTAD and returned to his or her unit of assignment for mobilization with the unit.

b. TTAD for operational missions is used for an Active force mission which cannot be accomplished by Active Army personnel. It is performed in support of Commanders in Chief (CINCs) for current operations and mission requirements supporting go to war missions.

c. The length of TTAD tours for operational missions is 31–139 days. (Tours of less than 31 days are permitted when the requirements support shorter tours.) Waivers or extensions of tour lengths will be processed according to paragraph 3-3 and 3-8 of this regulation.

d. DCSOPS (DAMO-ODM) will annually publish guidelines and requirements for the conduct and execution of operational missions to be performed on TTAD tours. Guidance will include man-year allocations to selected CINCs and Army MACOMs designated by DCSOPS for planning purposes.

3-22. Request procedures

a. CINCs and MACOMs designated by DCSOPS may approve TTAD for operational missions within their funding authorization and process requests for orders per *b* below.

b. All requests for TTAD for operational missions will be submitted to CDR, PERSCOM, ATTN: TAPC-OPD-RT, 9700 Page Ave., St. Louis, MO for issuance of TTAD orders. The following will be provided:

(1) A Request for Orders (RFO) completed by the requesting command.

(2) A properly completed DA Form 1058-R will accompany the RFO if a by-name request is made. If the applicant for TTAD is a unit soldier, the unit commander must enter and sign a statement in the Remarks section (block 24) of the DA Form 1058-R certifying that the soldier does not fill a key/essential position and that loss of the soldier for this tour will not impact on the readiness status of the unit.

(3) OMA fund cite to cover travel and per diem of the soldier.

Chapter 4

Active Duty When in a Captive Status

Section I

Introduction

4-1. General

a. This chapter prescribes policy and procedures for ordering ARNGUS and USAR soldiers to active duty when in a captive status (ADCS).

b. Captive status is defined as the official status in which a soldier is carried when determined to be absent in the status of missing; missing in action; interned in a foreign country; captured; beleaguered, or besieged by a hostile force; or detained in a foreign country against his or her will.

c. A soldier is considered to be in a captive status only as a result of hostile action related to the soldier's military status.

d. Notification and reporting of soldiers in captive status is accomplished per AR 600-8-1.

4-2. Description of ADCS

a. Active duty in a captive status (ADCS) is involuntary AD. It is used only when an ARNGUS or USAR soldier is in a captive status as defined in paragraph 4-1.

b. There is no maximum period of time a soldier may be kept on ADCS. A soldier ordered to AD under this section may not be retained on AD, without his or her consent, for more than 30 days after his or her captive status is terminated.

c. Active duty in a captive status is a temporary duty status.

d. Active duty in a captive status is funded by Military Personnel, Army (MPA) appropriations. Operations and Maintenance, Army (OMA) appropriations are used for TDY and travel costs.

4-3. ADCS Responsibilities

a. The CG, PERSCOM will—

(1) Act as point of contact for ADCS.

- (2) Plan, program, and budget funds to support ADCS.
- (3) Formulate implementing procedures for ADCS.
- (4) Establish ADCS effective and termination dates.
- (5) Issue ADCS orders per AR 600–8–105 and HQDA instructions.
- b. The Director of Staff Management, Office of the Chief of Staff, Army (DACS–DMC) is final approval authority for ADCS requests.

4–4. ADCS policy

- a. Section 12301(g), title 10, United States Code authorizes the Secretary of the Army to place captive soldiers in a status that affords the soldier's dependents with benefits and entitlements commensurate with the active force.
- b. This policy applies to ARNGUS and USAR soldiers taken captive as a result of hostile action while serving on the following types of duty: (covered period includes travel to and from such duty.)
 - (1) All AD including:
 - (a) TTAD.
 - (b) ADSW.
 - (c) ADT.
 - (d) AT.
 - (2) Inactive duty training (IDT).
 - (3) Invitational travel orders in a pay or nonpay status.
- c. Soldiers in ADCS are—
 - (1) Ordered to AD in their current Reserve grade.
 - (2) Subject to the Uniform Code of Military Justice.
 - (3) To be released from ADCS within 30 days of release from captive status.

Section II

Request for ADCS

4–5. Processing requests for ADCS

- a. The agency or command who has jurisdiction over the soldier requests ADCS orders through command channels to PERSCOM (TAPC–OPD) for approval of DACS–DMC. Active duty in a captive status for an ARNGUS soldiers does not require approval by the governor or other State or territorial authority.
- b. The requesting agency will provide PERSCOM the following information—
 - (1) Description of the circumstances surrounding the request for placement of the soldier in ADCS.
 - (2) Identity of the unit if the soldier concerned was assigned/attached to a unit when taken captive.
 - (3) The soldier's name, grade, social security number, home address, unit address, unit commander's name and phone number.
 - (4) Notification when the soldier is returned to duty.

4–6. Orders

- a. Orders are issued in order formats according to AR 600–8–105.
- b. Statutory authority for ADCS is 10 USC 12301(g).
- c. Soldiers are ordered in their current grade.
- d. The AD commitment is for an indefinite period. Orders terminate on release from captive status or no later than 30 days from release without the consent of the individual. If the soldier is on an AD order of 30 days or more and acquires an injury, illness, or disease during the period of after being taken captive, the soldier may be retained on AD per AR 135–381. A new AD order is issued according to AR 135–381, chapter 7.
- e. Effective date of the ADCS order is the date the soldier is placed in a captive status.

Appendix A

References

Section I

Required Publications

AR 37–104–4

Military Pay and Allowances Policy and Procedures—Active Component. (Cited in table 2–2.)

AR 40–2

Army Medical Treatment Facilities General Administration. (Cited in table 2–4.)

AR 40–66

Medical Record Administration. (Cited in table 2–4.)

AR 55–28

Port Calls Procedures for Passenger Movements. (Cited in para 2–22.)

AR 55–46

Travel of Dependents and Accompanied Military and Civilian Personnel To, From, or Between Oversea Areas. (Cited in para 3–10.)

AR 135–7

Army National Guard and Army Reserve Incentive Programs. (Cited in para 2–2.)

AR 135–100

Appointment of Commissioned and Warrant Officers of the Army. (Cited in para 2–2.)

AR 135–101

Appointment of Reserve Commissioned Officers for Assignment to Army Medical Department Branches. (Cited in paras 2–2 and 2–15.)

AR 135–133

Ready Reserve Screening, Qualification Records System and Change of Address Reports. (Cited in table 2–4.)

AR 135–180

Qualifying Service for Retired Pay Nonregular Service. (Cited in table 2–4.)

AR 135–200

Active Duty for Training, Annual Training, and Active Duty for Special Work of Individual Soldiers. (Cited in paras 1–1, 3–1, 3–2, and 3–3.)

AR 135–381

Incapacitation of Reserve Component Soldiers. (Cited in paras 3–3*h*(5) and 4–6*d*.)

AR 140–10

Assignments, Attachments, Details and Transfers. (Cited in para 2–2.)

AR 145–1

Senior ROTC Program: Organization, Administration, and Training. (Cited in paras 2–8 and 2–10.)

AR 350–30

Code of Conduct Training/Survival, Evasion, Resistance and Escape (SERE) Training. (Cited in para 2–25.)

AR 600–8–1

Army Casualty Operations/Assistance/Insurance. (Cited in table 2–4 and para 4–1.)

AR 600–8–2

Suspension of Favorable Personnel Actions (Flags). (Cited in para 3–7*a*(10).)

AR 600-8-3

Unit Postal Operations. (Cited in table 2-4.)

AR 600-8-7

Retirement Services Program. (Cited in para 2-25.)

AR 600-8-10

Leave and Passes. (Cited in para 2-31 and table 2-4.)

AR 600-8-14

Identification Cards, Tags, and Badges. (Cited in para 2-21 and table 2-4.)

AR 600-8-104

Military Personnel Information Management/Records. (Cited in paras 2-23, 2-26, 3-4, 3-13, and table 2-4.)

AR 600-8-105

Military Orders. (Cited in paras 2-13, 3-4, 3-11, 4-3, and 4-6.)

AR 600-9

The Army Weight Control Program. (Cited in paras 2-3, 2-15, 2-16, 3-7, and 3-10).

AR 600-20

Army Command Policy. (Cited in para 2-26.)

AR 600-105

Aviation Service of Rated Army Officers. (Cited in para 2-4.)

AR 600-106

Flying Status for Nonrated Army Aviation Personnel. (Cited in para 2-24.)

AR 600-110

Identification, Surveillance and Administration of Personnel Infected With Human Immunodeficiency Virus (HIV). (Cited in paras 1-6 and 2-4d(3).)

AR 600-200

Enlisted Personnel Management System. (Cited in paras 2-26 and 2-27.)

AR 601-210

Regular Army and Army Reserve Enlistment Program. (Cited in paras 2-3 and 2-14.)

AR 601-222

Armed Services (Institutional) Vocational Testing Program. (Cited in para 2-27.)

AR 608-2

Government Life Insurance: Servicemen's Group Life Insurance; Veteran's Group Life Insurance; United States Government Life Insurance; and National Service Life Insurance. (Cited in para 2-25 and table 2-4.)

AR 611-6

Army Linguist Management. (Cited in para 2-27 and table 2-4.)

AR 611-101

Commissioned Officer Classification System. (Cited in para 2-26.)

AR 611-112

Manual of Warrant Officer Military Occupational Specialties. (Cited in para 2-26.)

AR 611-201

Enlisted Career Management Fields and Military Occupational Specialties. (Cited in paras 2-26 and 2-27.)

AR 612–205

Appointment and Separation of Service Academy Attendees and Accountability of Army Personnel. (Cited in para 2–8 and 2–13.)

AR 623–105

Officer Evaluation Reporting System. (Cited in para 2–23.)

AR 630–10

Absence Without Leave, Desertion, and Administration of Personnel Involved in Civilian Court Proceedings. (Cited in para 2–31.)

AR 680–1

Unit Strength Accounting and Reporting. (Cited in para 2–24.)

DA Pam 360–539

Survivor Benefit Plan for the Uniformed Services. (Cited in para 2–25 and table 2–4.)

DA Pam 611–1

The Army Interview. (Cited in para 2–26.)

DA Pam 710–2–1

Using Unit Supply System (Manual Procedures). (Cited in table 2–4.)

DODFMR

Department of Defense Military Financial Management Regulation. (Cited in para 2–30, 2–33 and table 2–4.)

JFTR

Joint Federal Travel Regulation, Vol. I. (Cited in paras 2–30, 2–33, and 2–35.)

NGR 310–10

Military Orders. (Cited in para 2–20.)

NGR 600–200

Enlisted Personnel Management. (Cited in para 2–24.)

Section II

Related Publications

A related publication is merely a source of additional information. The user does not have to read it to understand this regulation.

AR 27–1

Judge Advocate Legal Service

AR 40–501

Standards of Medical Fitness

AR 135–18

The Active Guard Reserve (AGR) Program

AR 135–205

Enlisted Personnel Management

AR 140–9

Entry on Active Duty or Active Duty for Training (ROTC Officers)

AR 140–145

Individual Mobilization Augmentation (IMA) Program

AR 600–8–24

Officer Transfers and Discharges

AR 601–130

Office Procurement Programs of the Army Medical Department

AR 601–141

U.S. Army Health Professions Scholarship Program

AR 601–280

Total Army Retention Program

AR 612–201

Processing, Control, and Distribution of Personnel at U.S. Army Reception Battalions and Training Centers

AR 614–200

Selection of Enlisted Soldiers for Training and Assignment

AR 635–5

Separation Documents

AR 635–200

Enlisted Personnel

NGR 40–501

Medical Examinations for Members of the Army National Guard

Section III

Prescribed Forms

DA Form 160–R

Application for Active Duty. (Prescribed in para 2–15*a* .)

DD Form 220

Active Duty Report. (Prescribed in paras 2–24*d*, 2–28*a*, 2–28*b*, 2–28*c*, 2–28*d*, 3–14, and table 2–4.)

Section IV

Referenced Forms

DA Form 2

Personnel Qualification Record—Part I

DA Form 2–1

Personnel Qualification Record—Part II

DA Form 67–8

U.S. Army Officer Evaluation Report

DA Form 330

Language Proficiency Questionnaire

DA Form 597

Army Senior Reserve Officers' Training Corps (ROTC) Nonscholarship Cadet Contract

DA Form 597–3

Army Senior Reserve Officers' Training Corps (ROTC) Scholarship Cadet Contract

DA Form 1058–R

Application for Active Duty for Training, Active Duty for Special Work, Temporary Tour of Active Duty, and Annual Training for Members of the Army National Guard and U.S. Army Reserve

DA Form 2356

Payroll Suspense Documents Envelope

DA Form 3053

Declaration of Retired Pay Benefits Received and Waivers

DA Form 3444 series

Terminal Digit File for Treatment Record

DA Form 3645

Organizational Clothing and Individual Equipment Record

DA Form 3955

Change of Address and Directory Card

DA Form 4213

Supplemental Data for Army Medical Service Reserve Officers

DA Form 4651-R

Request for Reserve Component Assignment or Attachment

DA Form 5500-R

Body Fat Content Worksheet (Male)

DA Form 5501-R

Body Fat Content Worksheet (Female)

DA Form 5960

Authorization to Start, Stop, or Change Basic Allowance for Quarters (BAQ) and/or Variable Housing Allowance (VHA)

DD Form 2A (Res)

Armed Forces of the United States Identification Card

DD Form 4 Series

Enlistment/Reenlistment Document—Armed Forces of the United States

DD Form 93

Record of Emergency Data

DD Form 137

Application for Basic Allowance for Quarters for Members with Dependents

DD Form 214

Certificate of Release or Discharge from Active Duty

DD Form 1173

Uniform Services Identification and Privilege Card

DD Form 1883

Survivor Benefit Plan—Election Certificate

DD Form 1934

Geneva Conventions Identity Card for Medical and Religious Personnel Who Serve in or Accompany the Armed Forces

DD Form 1966 series

Record of Military Processing Armed Forces of the United States

DD Form 2280

Armed Forces Fingerprint Card

DD Form 2558

Authorization to Start, Stop or Change an Allotment for Active Duty or Retired Personnel

DD Form 2559

Savings Bond Allotment Authorization/Active Duty or Retired Pay

IRS Form W-4

Employees Withholding Allowance Certificate

NGB Form 23

Retirement Credits Record

SF 86

Questionnaire for National Security Positions

SF 88

Report of Medical Examination

SF 93

Report of Medical History

SF 603

Health Record—Dental

Form SSA-5

Application for Social Security Number Card

Form OAAN 7003

Request for Change in Social Security Records

Glossary

Section I Abbreviations

AD

active duty

ADCS

active duty in a captive status

ADL

Active Duty List

ADSW

active duty for special work

ADT

active duty for training

AFCS

active Federal commissioned service

AFS

active Federal service

AGR

Active Guard Reserve

AMEDD

Army Medical Department

AOC

area of concentration

APFT

Army Physical Fitness Test FY

AR

Army regulation

ARCOM

U.S. Army Reserve Command

ARNGUS

Army National Guard of the United States

ARPERCEN

U.S. Army Reserve Personnel Center

ASA(M&RA)

Assistant Secretary of the Army for Manpower and Reserve Affairs

ASVAB

Armed Services Vocational Aptitude Battery

AT

annual training

ATTN

attention

AUS

Army of the United States

AWOL

absent without leave

BAQ

basic allowance for quarters

CDR

commander

CG

commanding general

CINC

Commander in Chief

CNGB

Chief, National Guard Bureau

CSM

command sergeant major

DA

Department of the Army

DCSOPS

Deputy Chief of Staff for Operations

DCSPER

Deputy Chief of Staff for Personnel

DOD

Department of Defense

DODFMR

Department of Defense Financial Management Regulation (Military Pay, Policy, and Procedures)

EAD

extended active duty

FY

fiscal year

GOCOM

U.S. Army Reserve General Officer Command

HIV

human Immunodeficiency virus

HQDA

Headquarters, Department of the Army

IADT

initial active duty for training

IDT

inactive duty training

IMA

individual mobilization augmentee; individual mobilization augmentation

IRR

Individual Ready Reserve

JAGC

Judge Advocate General's Corps

JCS

Joint Chiefs of Staff

JFTR

Joint Federal Travel Regulations

JUMPS

Joint Uniform Military Pay System

M&RA

Manpower and Reserve Affairs

MPA

Military Personnel, Army

MPRJ

Military Personnel Records Jacket

MACOM

major Army command

MC

Medical Corps

MOS

military occupational specialty

MPA

Military Personnel, Army

MPRJ

Military Personnel Records Jacket, U.S. Army

NGB

National Guard Bureau

NGR

National Guard regulation

OADO

officer active duty obligor

OBC

officer basic course

OCONUS

outside continental United States

OCS

Officer Candidate School

ODP

Officer Distribution Plan

ODCSPER

Office of the Deputy Chief of Staff for Personnel

OJCS

Office of the Joint Chiefs of Staff

OMA

Operations and Maintenance, Army

OMPF

official military personnel file

OSD

Office of the Secretary of Defense

PERSCOM

U.S. Total Army Personnel Command

PSRC

Presidential Selected Reserve Call-up

Reinf

reinforcement

RFO

request for orders

ROTC

Reserve Officers Training Corps

RPA

Reserve Personnel, Army

SA

Secretary of the Army

SGM

sergeant major

SSI

Specialty Skill Identifier

STARC

State Area Reserve Command

TPU

troop program unit

TTAD

temporary tour of active duty

UCMJ

Uniform Code of Military Justice

USAEREC

U.S. Army Enlisted Records and Evaluation Center

USAR

U.S. Army Reserve

USC

United States Code

USACE

U.S. Army Corps of Engineers

USMA

United States Military Academy

VHA

variable housing allowance

Section II**Terms****Active Army**

a. The Active Army consists of the following: (1) Regular Army soldiers on active duty; (2) Army National Guard of the United States and Army Reserve soldiers on active duty (except as excluded below); (3) Army National Guard soldiers in the service of the United States pursuant to a call; and (4) all persons appointed, enlisted, or inducted into the Army without component.

b. Excluded are soldiers serving on the following: (1) active duty for training (ADT); (2) Active Guard Reserve (AGR) status; (3) active duty for special work (ADSW); (4) temporary tours of active duty (TTADs) for 180 days or less; and (5) active duty pursuant to the call of the President (10 USC 12304).

Active duty.

Full-time duty in the active military service of the United States. As used in this regulation, the term is applied to all Army National Guard of the United States and U.S. Army Reserve soldiers ordered to duty under Title 10, U.S. Code, other than for training. It does not include AGR personnel in a full-time National Guard duty status under Title 32, U.S. Code.

Active duty list (ADL)

An order of seniority list (required by 10 USC 620) of commissioned officers on active duty in the U.S. Army other than those listed below (10 USC 641). (a) Reserve officers who are the following: (1) On active duty for training; (2) On active duty under 10 USC 175, 265, 3015, 3019 3033, 3496, or 32 USC 708; (3) On active duty under 10 USC 672(d) or 32 USC 502 or 503 in connection with organizing, administering, recruiting, instructing, or training the Reserve Components; (4) On active duty to pursue special work; (5) Ordered to active duty under 10 USC 673b(Normal); under 50 USC App 460(b)2 for the administration of the Selective Service System. (b) The Director of Admissions, Dean, and permanent professors at the U.S. Military Academy. The Registrar, Dean, and permanent professors at the U.S. Air Force Academy. (c) Warrant officers. (d) Retired officers on active duty. (e) Students at the Uniformed Services University of the Health Sciences.

Active Duty for special work (ADSW)

Voluntary active duty performed for a prescribed period of time by Army National Guard of the United States and U.S. Army Reserve soldiers in support of Active Army and Reserve component projects or missions. Active duty for special work is authorized from military or Reserve personnel appropriations. Normally, such tours will not exceed 139 days. When paid from military appropriations it is known as a temporary tour of active duty.

Entry on duty date

The date travel officially begins (per competent orders). The official travel date is determined by the mode of transportation authorized and actually used to comply with the reporting date shown on the order.

Extended active duty (EAD)

Active duty performed by a member of the ARNGUS or USAR when strength accountability passes from the ARNG or USAR to the Active Army.

Full mobilization

Under Section 12301(a) of Title 10, United States Code, activation in time of war or national emergency declared by Congress, of all Reserve component units in the existing force structure; all individual, standby, and retired Reservists,

retired Active force military personnel; and the resources needed for their support. Full mobilization is directed by Congress in those situations requiring the expansion of the Active force to meet the requirements of war or other national emergency involving an external threat to national security. Units, individual Reservists, and retirees may be ordered to active duty for the period of the emergency plus 6 months thereafter.

General Officer Command, U.S. Army Reserve (GOCOM)

A USAR TPU other than an ARCOM, commanded by a general officer.

Individual mobilization augmentees (IMAs)

Trained individuals of the Selected Reserve who are preassigned to an Active component, Defense Agency, Selective Service System or Federal Emergency Management Agency organization billet that would be filled to meet contingency, pre-mobilization, mobilization, sustainment, or demobilization manpower requirements. Also, IMAs may be assigned to support national defense strategy or national security objectives for critical military mission requirements or for special skills and/or qualifications needed to maintain selected military capabilities. In preparation for activation or mobilization, IMAs participate in mandatory training activities on a part-time basis.

Individual Ready Reserve (IRR)

Soldiers who are assigned to the following Ready Reserve USAR Control Groups: annual training (AT), reinforcement (Reinf), and officer active duty obligor (OADO).

Major commands

The following are defined as major commands:

- a. U.S. Army Reserve Commands (ARCOMs).
- b. U.S. Army Reserve General Officer Commands (GOCOMs).

Officer active duty obligor

An officer appointed in the USAR from the ROTC program, or under programs monitored by TSG, the Chief of Chaplains, or TJAG, who is obliged to serve on AD or ADT and does not enter on AD at the time of the appointment.

Partial mobilization

Activation by the President of not more than 1 million Ready Reservists for not more than 24 consecutive months, under Section 12302 of Title 10, United States Code.

Presidential Selected Reserve Call-up

Ordering any unit and any member not assigned to a unit organized to serve as a unit of the Selected Reserve to active duty (other than for training), for not more than 270 days, without consent of the member concerned, to augment the active force for any operational mission other than during war or national emergency under 12304 of Title 10, United States Code. Not more than 200,000 members of the Selected Reserve may be on active duty under this authority at any one time.

Release from active duty

Termination of active duty status and transfer or reversion to inactive duty status, including transfer to the IRR. Unit members of ARNGUS and USAR revert to their respective reserve component to complete Unexpired enlistment's and/or statutory obligations.

Reserve Components of the Army

The Army National Guard of the United States (ARNGUS) and the U.S. Army Reserve.

Reserve of the Army

Members of the ARNGUS and the USAR.

Selected Reserve units

A unit is any group or detachment of one or more individuals organized to perform a particular function, whether or not such a group is part of a larger group, and that is organized, equipped, and trained to serve, upon activation or mobilization, on active duty as an operational or augmentation unit. Operational units train and normally serve as cohesive units, detachments, or crews. Augmentation units train together, but lose their unit identity when activated or mobilized, normally to augment and be subsumed by an active unit or activity. Any unit may be ordered to active duty, if needed, regardless of size.

Self terminating orders

Orders that direct ADT, ADSW, TTAD, or AT for a specific time. When the orders expire, a soldier is automatically released from such duty without further action.

Temporary tour of active duty

A term applied to active duty for special work (ADSW) when the tour of duty is paid from military personnel appropriations (MPA).

U.S. Army Reserve Command (ARCOM)

A table-of-distribution-and-allowance unit, with a numerical designation, commanding USAR units within a geographic

Section III**Special Abbreviations and Terms****Contingency operation**

For the purposes of AR 135–210, a contingency operation is a military operation during a period of crisis escalation in which the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or an opposing military force.

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RESERVED

APPLICATION FOR ACTIVE DUTY

For use of this form, see AR 135-210; the proponent agency is DCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: Title 10 USC, 672(d), 10 USC 275.

PRINCIPAL PURPOSE: Used by Reserve Component soldiers to apply for active duty programs announced by HQDA. Application is reviewed to determine the member's eligibility for announced active duty requirements.

ROUTINE USES: To determine qualifications and make final selection of individuals applying for active duty. Also used to schedule medical examinations, security screening and to issue active duty orders. The SSN is used to identify the soldier.

DISCLOSURE: Disclosure of your SSN and other personal information is mandatory for soldiers applying for active duty programs announced by HQDA.

SEE INSTRUCTIONS ON PAGE 2 BEFORE COMPLETING THIS FORM.

1. DATE		2. TO: Commander,	
3. FROM (Last, First, MI)		4a. PRESENT RESERVE GRADE	4b. RESERVE COMPONENT
4c. SSN	4d. BRANCH	5a. MOS/AOC	5b. COMPONENT
6a. PERMANENT HOME ADDRESS (Include ZIP code)			6b. PHONE NO. (Include area code)
7a. TEMPORARY ADDRESS (Include ZIP code)		7b. DURATION	7c. PHONE NO. (Include area code)

ITEM 8 TO BE COMPLETED ONLY BY PERSONNEL CURRENTLY SERVING ON ACTIVE DUTY IN A WARRANT OFFICER OR ENLISTED STATUS.

8a. PRESENT ACTIVE DUTY GRADE	8b. SSN	8c. ORGANIZATION AND STATION ASSIGNMENT
-------------------------------	---------	---

9. I hereby volunteer to enter on active duty, for the period indicated below, in my branch or any of the following branches that I may be qualified for; and if accepted for active duty in another branch, I request transfer to that branch: (Check as appropriate)

☐ a. FOR A PERIOD OF _____ YEARS ☐ b. FOR AN INDEFINITE PERIOD

c. OTHER BRANCHES (List in order of preference)

10. I understand that if accepted for active duty I may be assigned to any command, including an overseas command, to fill any Army-wide vacancy. However, I would like to be considered for one of the three duty assignments and areas of assignment listed below in the order of my choice.

	CHOICE NO. 1	CHOICE NO. 2	CHOICE NO. 3
a. DUTY ASSIGNMENT			
b. AREA ASSIGNMENT			

11. If it is possible, I prefer to enter on active duty during one of the three periods indicated below in order of preference:

PREFERENCE NO. 1 (Month and Year)	PREFERENCE NO. 2 (Month and Year)	PREFERENCE NO. 3 (Month and Year)
-----------------------------------	-----------------------------------	-----------------------------------

12. Upon receipt of active duty orders, I will require the time indicated below to settle my affairs for entry on active duty. (Check appropriate box)

☐ 60 DAYS ☐ 30 DAYS ☐ 10 DAYS ☐ AVAILABLE ON DATE OF RECEIPT OF ORDERS

13. REMARKS (If more space is needed, continue on separate sheet)

14. SIGNATURE OF APPLICANT

INSTRUCTIONS

Read these instructions carefully and follow them. Reserve Component officers are normally recalled in their current Reserve grade. Grade of an individual applying for appointment and concurrent order to active duty will be determined by the approving authority.

1. **SUBMIT IN DUPLICATE.** Use typewriter, if practicable; if not, print clearly in ink. If space is insufficient for a particular item, continue under item 13, "Remarks," or on a separate sheet, indicating applicable item number.

2. The following instructions for items listed should be followed. Items not listed are considered to be self-explanatory.

ITEM 2. Insert appropriate area command such as *U.S. Army Europe, U.S. Army Pacific Command*, etc. as follows:

- a. Personnel serving on active duty in a warrant officer or enlisted status: Enter the area command in which serving on active duty.
- b. All others: Enter the area command having assignment jurisdiction over you.

ITEM 4. Items 4a through 4d will be completed by individuals currently holding appointments or enlistments as Reserves of the Army.

- a. Item 4a: Enter present grade. Warrant officers will include *Pay Grade in this item, such as WO, W-1, CWO, W-2*, etc.
- b. Item 4b: Enter the Reserve component of the Army to which assigned, using the following abbreviations:
"ARNGUS" for members assigned to the Army National Guard of the United States.
"USAR" for members assigned to the Army Reserve.
- c. Item 4c: Enter social security number.
- d. Item 4d: Commissioned officers--enter the branch to which assigned.

ITEM 5. Complete as specified below.

- a. Item 5a: Enter your primary MOS or AOC.
- b. Item 5b: Individuals applying for appointment as Reserve officers of the Army with concurrent active duty--enter the Reserve component for which applying.

ITEM 6. In this instance the term "Permanent Home Address" corresponds to your "Home of Record," an official term used in determining entitlement to travel allowances on separation from the service. This address will be indicated in orders placing you on active duty. **NO CHANGE IN HOME OF RECORD IS AUTHORIZED AFTER ENTRY ON ACTIVE DUTY.**

- a. *For applicants not on active duty*--Enter your permanent home address.
- b. *For applicants currently on active duty as warrant officers*--Enter home of record as shown on your warrant officer active duty orders.
- c. *For applicants on duty as enlisted persons*--Enter home address as shown on your Enlistment Record (DD Form 4).

ITEM 7. This item to be completed if it is anticipated that you will be at this address when orders are issued. The temporary address, if furnished, will be included in your orders and you will enter on active duty from this address.

- a. Item 7b: Show maximum period you anticipate being at the temporary address, such as "Until *(give month and year)*."
- b. Item 7c: Furnish the telephone number at your temporary address.

ITEM 13. Include all information you consider essential from the standpoint of assignment restriction.

3. **IMPORTANT**--Review your application to ensure accuracy and completeness. Then forward your application according to applicable following instructions:

SOLDIERS OF THE ARMY NATIONAL GUARD OF THE UNITED STATES: To your unit commander. Applicants who are ARNG OCS candidates, OBC students, or attending aviator courses will apply through proper school commandant.

SOLDIERS OF THE ARMY RESERVE: To your unit commander, if assigned to a unit. If not, send to HQDA, Appointments Directorate, ATTN: TAPC-OPD-RD, 9700 Page Avenue, St. Louis, MO 63132-5200. Applicants who are USAR OCS candidates, OBC students, or attending aviator courses will apply through proper school commandant.

WARRANT OFFICERS OR ENLISTED PERSONNEL ON ACTIVE DUTY: To your present unit commander.

INDIVIDUALS APPLYING FOR APPOINTMENT WITH CONCURRENT ACTIVE DUTY. Submit together with your application for appointment according to regulations applicable to the type of appointment requested.

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